

# **Avon Lake Presbyterian Church Protection Policy**

## **I. Preface:**

The mission of Avon Lake Presbyterian Church centers around a commitment to welcome all people to experience, accept, and share God's love. Avon Lake Presbyterian Church faithfully seeks to minister in the name of Jesus Christ to individuals of every age. The leadership of Avon Lake Presbyterian Church aspires to foster an environment in which all persons can grow in their individual understanding of and relationship with God our Father, his Son and the Holy Spirit. Believing that a foundational Christian commitment begins with a child's earliest education, we, the congregation of Avon Lake Presbyterian Church, commit ourselves to support all education, care, and ministry to children and youth.

In keeping with its mission and philosophy, Avon Lake Presbyterian Church strives to assure that it is continually working toward providing a safe environment for those participating in, receiving, and providing its education, care and ministry services. Understanding the risks inherent in every large social, educational and/or recreational program, Avon Lake Presbyterian Church adopts the following Protection Policy in order to minimize the risk of actual or potential harm to minors who receive and/or participate in providing service through Avon Lake Presbyterian Church education, care, or programming.

Additionally, Avon Lake Presbyterian Church adopts the following Protection Policy in order to communicate the efforts its leadership will take to further the stated goal of reducing those risks as much as Avon Lake Presbyterian Church and its staff reasonably can while remaining true to their Christian mission and ministry.

## **II. Purpose:**

The purpose of the Child Protection Policy of the Avon Lake Presbyterian Church is to:

- A. Make the environment for our children and youth programs as safe as possible.
- B. Respond to all allegations in a fair and compassionate manner.
- C. Protect church staff and volunteers from potential false allegations of abuse.
- D. Strengthen the Christian education programs and ministries of our children and youth.
- E. Limit the extent of our church's legal risk and liability.

When referring to children and youth, "children" will include infants through the age group who are eligible to attend grade six and "youth" are the young people who are eligible to attend grades seven through twelve.

The policy will cover all events and activities sponsored by Avon Lake Presbyterian Church, whether held at the church or off-site. The policy does not apply to activities or events held on the church premises but conducted or sponsored by groups not related to the church. The sponsoring group will be expected to execute an agreement detailing their use of the facilities and their obligation to provide security.

### III. Definition of Abuse:

Abuse may be perpetrated by anyone who has the opportunity, including church staff, church members, volunteers, parents, teachers and other youth. Generally, child and youth abuse is categorized in four primary forms.

- A. Physical Abuse. Abuse in which a person deliberately and intentionally causes bodily harm to a child or youth. Examples may include battery with a weapon (knife, belt, strap, etc.) burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child or a youth's body.
- B. Emotional abuse. Abuse in which a person exposes a child or youth to spoken or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child or youth of worthlessness, badness, and being not only unloved but undeserving of love and care. Children or youth exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and is devastating to the victim.
- C. Neglect. Abuse in which a person endangers a child or youth's health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child or youth's self-worth. This is perhaps the most common form of abuse.
- D. Sexual Abuse in which sexual contact between a child or youth and an adult (or another older and more powerful youth) occurs. The child or youth is never truly capable of consenting to or resisting such contact and such sexual acts. Often, the child or youth is physically and psychologically dependent upon the perpetrator of the abuse. Example of sexual abuse may include fondling, intercourse, incest, and the exploitation of and exposure to child pornography or prostitution.

Some possible signs of abuse:

1. Physical signs
  - a. Lacerations and bruises
  - b. Nightmares
  - c. Irritation, pain or injury to genital area
  - d. Difficulty with urination
  - e. Discomfort when sitting
  - f. Torn or bloody underclothing
  - g. Venereal disease
2. Behavioral signs
  - a. Anxiety when approaching church or nursery area
  - b. Nervous or hostile behavior towards adults
  - c. Sexual self-consciousness
  - d. Acting out of sexual behavior

- e. Withdrawal from church activities and friends
3. Verbal signs
- a. "I don't like (a particular worker or teacher)."
  - b. "(A church member) does things to me when we are alone."
  - c. "I don't like to be alone with (a certain person)."
  - d. "(A certain person) fooled around with me."

#### **IV. Selection and Screening of Church Staff and Volunteers:**

In an effort to create a safe environment within our church, each church staff person and volunteer who works with the church's children and youth programs will be screened and will be trained on child protection issues.

The procedure for selecting and screening is as follows:

- A. Each person being considered to work with children and youth in any church program, whether as a volunteer or paid staff person, shall fill out an application form (Appendix A). The form will include an acknowledgement that the applicant has read and agrees with this policy. The application will be maintained in confidential files so that each individual will not be required to complete the application more than once.
- B. Before placing the applicant in a position of responsibility, the pastor, church staff member, or layperson responsible for the ministry will review the written application and determine if the applicant will be interviewed. Indications that an interview must take place include:
  - 1. The person is a newcomer to Avon Lake Presbyterian Church, that is, not a member of Avon Lake Presbyterian Church or a member less than six months.
  - 2. The person wants to work alone or wants to work with only one age or sex group.
  - 3. Many addresses or churches attended over a short period of time.
  - 4. The person has indicated that they have been charged with a crime. Persons who have been previously convicted or plead guilty or no contest to a crime against children or youth will not be placed in a position allowing access to children or youth.
  - 5. Upon checking references, issues are raised which require clarification.

Interviews will follow the interview guidelines and will be conducted by the pastor, associate pastor, or director of Christian education. The results of the interview, especially when sensitive areas have been discussed, should be kept confidential and only disclosed to those persons requiring this information in order to make a decision as to whether the applicant should be accepted as a volunteer.

- C. Each person applying for a position as a church staff member to work with children or youth must be fingerprinted and shall authorize the church to conduct a criminal records check.
- D. Before beginning work with either children or youth, each volunteer will sign a statement that they have read, understand, and agree to abide by the church's Child Protection Policy (Appendix A). They will also sign a statement explaining that any volunteer may be required to provide a set of fingerprints at any time by the church, and a criminal background check may be made using those fingerprints. (Ohio Revised Code 109.574-577) (Appendix B).

In the unfortunate situation where it has been determined that an applicant should not work with the children or youth, the church will handle such a decision in a confidential manner that shows sensitivity to the applicant.

A situation may arise where a member of the church who has not fulfilled the above application requirement is called upon and will be allowed to assist with the youth or children in response to an urgent need such as the sudden illness of a scheduled volunteer.

## **V. Supervision of Children and Youth:**

While recognizing the important role of youth volunteers in children and youth ministries, all activities involving children and youth will be supervised by at least one adult.

If there is an activity where the parent or responsible adult is on the premises the parent may sign a permission slip allowing a youth to be responsible for their child (Appendix C).

At least two adults or one adult and one youth are present for all classroom and child care activities involving children second grade and younger. Two new members (less than 6 months) may not make up the two persons for a classroom.

If a teacher has a situation where they are in charge of a single child in a classroom they will notify the hall monitor. The hall monitor will check in regularly and act as the second adult.

Any room used for children or youth activities must have a door with a window in it. Parents, volunteers, or church staff may visit and observe the program at any time.

During any child or youth activity the sponsoring organization must assign an adult to patrol the facility, be alert to any peculiarities, and be willing to help with any problems that might arise. The name of the assigned individual is to be reported in advance to the Ministry of Safety and Security. The Ministry of Safety and Security will assign adults to perform this function during the programs on Sunday morning.

Parents or other persons responsible for children who are in the second grade or younger will sign in their child and will be expected to pick up that same child unless they have specifically

informed the teacher that someone else will be picking them up. No child should ever be left unattended.

The following are special rules for specific activities.

1. **Youth Counseling.** In instances of youth counseling, where circumstances dictate that counseling is most effective on a one-on-one basis, a church staff person or volunteer may meet individually with a youth. When appropriate the consent of the individual's parent or legal guardian should be obtained. The staff person or volunteer may meet one-on-one with the youth without the consent of the parent or legal guardian within the church, in another church, or other public setting. Any such meetings must be conducted with the greatest awareness of the sensitivity of the circumstances and with all reasonable precautions taken to avoid the appearance of potential misconduct.
2. **Dismissal from Group Events.** In group events, it may be inevitable that one child or youth's transportation from the event arrives after all other children or youth's transportation has arrived. In those circumstances, a child or youth may unavoidably be in the individual presence of an adult. Because this may be unavoidable the general rule which requires the presence of two adults is suspended and the adult is responsible for exercising his or her best judgement for the child or youth's well being.

### **Trip and Retreat Supervision.**

All youth attending a trip or retreat must turn in a permission slip (Appendix D) signed by a parent or responsible adult for each event. These permission slips will have the following information:

- The name of the activity with the date and the time of departure and approximate time of arrival home.
- The address of the activity and phone number where their child can be reached in an emergency.
- The names of the adults supervising the trip.
- The names of the adults who will be transporting the children/youth.

The adult in charge must also have with them a current emergency medical care form (Appendix E) for each youth.

Rules for providing transportation for church events:

- Driver must be known to the designated leader of the event.
- Driver must be at least 25 years old.
- Driver must have a valid state driver's license for the vehicle being operated.
- Driver must have proof of insurance.

The designated leader for each event will be responsible to assure that each driver conforms to the requirements.

## **VI. Response by Church Workers to Injuries and Accidents:**

In order to assure proper attention was given to an injury or accident, the adult supervisor must complete an incident report (Appendix F) within 24 hours of the incident whenever a child or youth is injured.

## **VII. Response by Church Workers to Allegations of Abuse:**

As caring Christians, we are committed to protect and advocate for children and youth participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance, and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

If abuse is suspected by, observed by, or disclosed to a volunteer and or church staff member the following procedures should be followed:

- ◆ **Immediately** notify the proper authorities depending on the location of the suspected abuse, usually Lorain County Children Services (Hotline 440-329-2121), or the Avon Lake Police (440-933-4567). (Reference Section 2151.421 of the Ohio Revised Code.) This is a requirement of the law. Do not attempt an investigation. Do not ask questions beyond those necessary to determine reasonable cause to believe that abuse has occurred. This should be left to professionals who are familiar with these cases. Follow the advice of Lorain County Children Services or the Avon Lake Police Department about notification of parents.
- ◆ If the alleged abuser is the pastor, contact both the Clerk of Session and either the Stated Clerk or the General Presbyter of the Presbytery of the Western Reserve. It is suggested that the associate pastor of Avon Lake Presbyterian Church be notified.
- ◆ If the alleged abuser is not the pastor notify the pastor after the report to the authorities has been made.
- ◆ Take any allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the alleged victim and the victim's family.

- ◆ After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the church's insurance company and the Presbytery of the Western Reserve.
- ◆ A written report (Appendix G) of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed.
- ◆ Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and youth.
- ◆ Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income, depending on all circumstances, until the allegations are cleared or substantiated.
- ◆ Any contact with the media should be handled by the pastor unless the pastor is the alleged abuser in which case the spokesperson would be the Stated Clerk or the General Presbyter of Presbytery of the Western Reserve. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments would be inappropriate.

### **VIII. Training of Persons Who Work with Children and Youth:**

The Ministry of Safety and Security is responsible for implementing this policy and providing mandatory training for volunteers and church staff to explain this policy.

The training will include:

- A. The definition and recognition of abuse
- B. The church's policies on reporting abuse and appropriate forms
- C. The purposes of the policy as protection for children and youth and for church staff and volunteer workers
- D. The meaning and importance of confidentiality
- E. Appropriate discipline.
- F. Appropriate behavior for teachers and leaders

Approved by Session June 30, 2003

Revision A Approved – 11/17/03

## APPENDICES

Appendix A	Pgs. 9-12	Application to work or volunteer with children and youth.
Appendix B	Pg. 13	Volunteer notification form.
Appendix C	Pg. 14	Permission Slip to leave children or youth under care of one individual.
Appendix D	Pg. 15	Permission Slip to attend an event not on the church premises.
Appendix E	Pgs. 16-17	Health Release Form for minors.
Appendix F	Pgs. 18-19	Incident Report for accident or injury.
Appendix G	Pg. 20	Incident Report for suspected child or youth abuse.

**AVON LAKE PRESBYTERIAN CHURCH  
APPLICATION TO WORK OR VOLUNTEER  
WITH CHILDREN AND YOUTH**

All four pages of this application are to be completed by all persons (volunteer or compensated) who desire to work with children or youth in our church's ministries. This application form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and for those who work with them.

**PERSONAL**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Former Name (if applicable) \_\_\_\_\_

Present Address \_\_\_\_\_

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

Home phone (\_\_\_\_) \_\_\_\_\_ Other phone numbers (\_\_\_\_) \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

If less than one year, provide all previous addresses for the past five years:

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

Please indicate the type of youth or children's programs you are interested in: \_\_\_\_\_

\_\_\_\_\_

Why are you interested in these programs? \_\_\_\_\_

Please indicate the date you would be available to begin. \_\_\_\_\_

Our church has an open door policy, which means that a parent, volunteer, or church staff can visit or observe at anytime. Are you comfortable with this atmosphere? \_\_\_\_\_

Have you ever been charged with, convicted of, or pleaded guilty or no contest to a crime against children or other persons? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please explain. Attach a separate page, if necessary. \_\_\_\_\_

Have you ever committed any act of child abuse or sexual misconduct against a minor?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. Attach a separate page, if necessary.

**CHURCH HISTORY AND PRIOR CHILD AND YOUTH WORK**

How long have you been attending Avon Lake Presbyterian Church? \_\_\_\_\_

List the names and addresses of other churches you have attended regularly during the past five years. \_\_\_\_\_

If you have had any previous church work involving children or youth please list each church's name and address, type of work performed, and dates. \_\_\_\_\_

If you have any gifts, callings, training, or education that you would like to share with our children or youth please list them: \_\_\_\_\_

**REFERENCES**

Please list three persons who have known you for at least three years and who are familiar with your character, particularly as it relates to supervision of children and youth. None of the references may be a relative.

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

Address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Evening phone (\_\_\_\_) \_\_\_\_\_

Length of time you have known reference \_\_\_\_\_

Relationship to reference \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Evening phone (\_\_\_\_) \_\_\_\_\_

Length of time you have known reference \_\_\_\_\_

Relationship to reference \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone (\_\_\_\_) \_\_\_\_\_ Evening phone (\_\_\_\_) \_\_\_\_\_

Length of time you have known reference \_\_\_\_\_

Relationship to reference \_\_\_\_\_

**APPLICANT'S AUTHORIZATION AND RELEASE**

The information contained in this application is correct and complete to the best of my knowledge. I authorize any references or churches listed in this application to give you any information, including opinions that they may have regarding my character and fitness for work with children or youth.

I further authorize Avon Lake Presbyterian Church to conduct an appropriate background investigation. I authorize all persons who may have information relevant to this background investigation to disclose it to Avon Lake Presbyterian Church, or its employees or volunteers acting on its behalf. I hereby authorize that a photocopy of this authorization may be considered as valid as the original.

In consideration of the receipt and evaluation of this application by Avon Lake Presbyterian Church I hereby release any person, individual, church, employer, government agency, school, college, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or family on account of disclosure compliance or any attempts to comply with this authorization.

Should my application be accepted, I agree to abide by the Avon Lake Presbyterian Church Child Protection Policy and will live by the understanding that, as a person of authority, it is my responsibility to avoid inappropriate behavior with any children or youth in my care.

I further state that I HAVE CAREFULLY READ THE FOREGOING AUTHORIZATION AND RELEASE AND KNOW THE CONTENTS THEREOF. This is a legally binding agreement, which I have read and understand.

Applicant's signature \_\_\_\_\_

**AVON LAKE PRESBYTERIAN CHURCH  
VOLUNTEER NOTIFICATION FORM**

Ohio Revised Code 109.574-577 requires us to inform you that, because it is highly likely that you, as a volunteer, will have unsupervised access on a regular basis to children and/or youth who participate in programs and activities sponsored by the Avon Lake Presbyterian Church, two things may occur in the future:

1. You may be requested to submit impressions of your fingerprints.
2. A criminal background check may be conducted based on your fingerprints.

If at such time that these are requested of you and you refuse, you may be asked to cease working with children and/or youth at ALPC.

Please sign here to indicate that you have read and understood this form.

Your name (print): \_\_\_\_\_

Your signature: \_\_\_\_\_

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

Received by: \_\_\_\_\_

This document will be kept on file at the Avon Lake Presbyterian Church.

Your signature on this document will help ALPC record that it is complying with the law in this manner. Thank you for your assistance.

**AVON LAKE PRESBYTERIAN CHURCH  
PERMISSION SLIP FOR  
INDIVIDUAL CARE TAKER OR COUNSELOR**

Name of child or youth \_\_\_\_\_

I give my permission for \_\_\_\_\_  
(Name of Caretaker or Counselor)

to supervise or counsel my child or youth. I understand that the care taker or counselor will be alone with my child and release the Avon Lake Presbyterian Church its agents, employees, or members from all claims and demands which I or my representative may have against the church, its agents, employees, or members arising from their sessions together.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**AVON LAKE PRESBYTERIAN CHURCH  
PERMISSION SLIP**

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE WHERE PARENT MAY BE REACHED (if different from home) \_\_\_\_\_

EVENT \_\_\_\_\_ LOCATION \_\_\_\_\_

PHONE NUMBER (where the participant can be reached in an emergency) \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ Where the group will gather \_\_\_\_\_

RETURN TO \_\_\_\_\_ TIME \_\_\_\_\_ COST \_\_\_\_\_

ADULTS SUPERVISING THE EVENT \_\_\_\_\_

ADULTS DRIVING \_\_\_\_\_

LIABILITY RELEASE: We have discussed with our child the potential risks involved in this project, and are satisfied of his/her awareness and understanding of those risks and willingness to accept them, and are aware of and understand those risks ourselves, and agree that the Avon Lake Presbyterian Church, its agents, employees, or members shall not be responsible either to us or to our child for any injury to the person or property of our child arising out of his/her participation in this project.

Accordingly, I wish to release the Avon Lake Presbyterian Church, its agents, employees, or members from all claims and demands which I or my representatives may have against the church, its agents, employees, or members arising out of my participation or my child's participation in this project and any consequences resulting directly or indirectly therefrom.

I hereby consent to the participation of my child/myself in this project.

\_\_\_\_\_  
Signature of youth or adult participant

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

**AVON LAKE PRESBYTERIAN CHURCH  
HEALTH RELEASE FORM FOR MINOR**

Child's name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home address: \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

Parent or guardian:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

If parent or guardian cannot be reached:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please identify any specific health problems or facts concerning the child's medical history about which we or a treating physician should be aware, such as allergies, allergies to medication, unusual reactions to insect bites, medications being taken, physical impairments, etc.

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

**CHILD'S PHYSICIAN:**

Physician's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's address: \_\_\_\_\_

**CHILD'S DENTIST:**

Dentist's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's address: \_\_\_\_\_

**Continued on the next page:**

**AVON LAKE PRESBYTERIAN CHURCH  
HEALTH RELEASE FORM FOR MINOR  
Continued.**

MEDICAL INSURANCE COMPANY/CARRIER

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GROUP NO. \_\_\_\_\_

I.D. NO. \_\_\_\_\_

PHONE NO. \_\_\_\_\_

**PARENT'S AUTHORIZATION:**

If reasonable attempts to contact me, while the child named above is participating in an activity or event sponsored by the Avon Lake Presbyterian Church, have been unsuccessful in an emergency, I hereby give permission to the Avon Lake Presbyterian Church, and its volunteers, employees, and representatives to secure necessary emergency treatment, including transport to a local hospital, and for any licensed physician or dentist to administer any treatment considered necessary. This authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
Parent or Guardian (please circle one)

**AVON LAKE PRESBYTERIAN CHURCH  
INCIDENT REPORT**

This form is to be completed by the adult supervisor whenever an incident (for example: injury, accident, etc.) occurs. A copy is then to be given to the child's parent or guardian and the pastor. The church must keep a copy of the completed form.

Name of adult supervisor: \_\_\_\_\_

Name of class or activity: \_\_\_\_\_

Name of injured child: \_\_\_\_\_

Age: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_

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

Home phone number: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Description of incident.

Where in the facility did it happen?

What part of the child's body was injured?

What was the child doing when the incident happened?

How did the incident happen?

Give the names of adults supervising the child at the time of the incident.

Give the names of any other witnesses to the incident.

How did the child respond after the incident?

Was first aid given or some other action taken?  
If yes, by whom?

Describe:

Who notified the parent or guardian and when?

\_\_\_\_\_ Date: \_\_\_\_\_  
Name of person making the report (please print)

\_\_\_\_\_  
Signature of person making the report

**AVON LAKE PRESBYTERIAN CHURCH  
REPORT OF SUSPECTED INCIDENT OF CHILD OR YOUTH ABUSE**

Name of person, church staff or volunteer, observing or receiving disclosure of abuse:

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Victim's name, age and date of birth: \_\_\_\_\_

Date and location of initial conversation with or report from victim: \_\_\_\_\_

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Victim's statement (please give detailed summary):

Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

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