

# **GARDEN CITY COMMUNITY CHURCH**

## **SAFE CHURCH POLICY**

### **I. STATEMENT OF SAFE CHURCH POLICY**

#### **A. Prohibition of Sexual Exploitation and Harassment**

The Garden City Community Church seeks to create and maintain a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation or intimidation. Specifically, all persons associated with the church should be aware that the Garden City Community Church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. In furtherance of this policy and in accordance with applicable law, the Garden City Community Church may take whatever actions it deems necessary or appropriate to prevent or correct behavior of which it is aware that is contrary to this policy and, if necessary or appropriate, to discipline those persons who violate this policy.

#### **B. Ministerial Conduct**

All persons engaged in the ministry of Garden City Community Church (including, without limitation, elected or appointed officers, members of councils, boards or committees, church or nursery school administrators, directors, teachers and assistants, youth and confirmation leaders, employees, volunteers, ordained clergy and commissioned or licensed ministers) are expected to know the reasonably foreseeable impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of children, youth, church members and friends or any other individual by anyone engaged in the ministry of our church is viewed as unethical and unprofessional behavior and will not knowingly be tolerated within this congregation and its ministries.

Because ministers (including, without limitation, elected or appointed officers, members of councils, boards or committees, church or nursery school administrators, directors, teachers and assistants, youth and confirmation leaders, employees, volunteers, ordained clergy and commissioned or licensed ministers) often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church endeavor to maintain their own psychological, emotional, and spiritual health and that they seek adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of the Garden City Community Church to encourage its elected or appointed officers, members of councils, boards or committees, church or nursery school administrators, directors,

teachers and assistants, youth and confirmation leaders, employees, volunteers, ordained clergy and commissioned or licensed ministers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit an application and disclosure document in a form substantially similar to that of the one accompanying this policy.

### **C. Youth Protection Policy**

The Garden City Community Church seeks to create a safe and healthy environment in which young people can learn about and experience God's love. In this regard, the church has adopted policies and procedures for each of the Nursery School, the Church School and the Confirmation and Youth programs, events and activities that accompany this policy. We also expect all employees or volunteers who work with minors to complete and submit an application and disclosure document in a form substantially similar to that of the one accompanying this policy.

### **D. Definitions**

#### **Minister:**

a person engaged by the church to carry out its ministry. Minister includes, without limitation, elected or appointed officers, members of councils, boards or committees, church or nursery school administrators, directors, teachers and assistants, youth and confirmation leaders, employees, volunteers, ordained clergy and commissioned or licensed ministers.

#### **Ministerial relationship:**

the relationship between one who carries out the ministry of the church and the one being served by that ministry.

#### **Sexual exploitation:**

sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

#### **Sexual harassment:**

repeated or coercive sexual advances toward another person contrary to his or her expressed or reasonably foreseeable wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment or participation in any church activity;

- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, e-mails, electronic messages or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, movies, web sites, electronic media or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts,

recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

## II. PERSONNEL POLICIES

### A. Screening Process:

All clergy, commissioned or licensed ministers, the director of youth and family ministries and the director's administrative assistants, church or nursery school administrators, directors, teachers, youth and confirmation leaders, paid staff and volunteers who work with minors (people under the age of 18), shall complete the forms set forth below. Completed forms shall be kept in a secure file designated by the Senior Pastor and the Chair of the Personnel Committee, access to which shall be restricted to those persons who need to know the contents of such forms to effect the purposes of this Safe Church Policy and, generally will include only the Senior Pastor, the Chair of the Council of Trustees, the Chair of the Personnel Committee or the supervisor of the person filling out such form and except as may otherwise be required by law. In addition, background checks shall be conducted by or at the direction of the Personnel Committee in connection with the engagement of each clergy, part- or full-time employee of the church or the Nursery School. The nature and scope of such background check shall be determined by the Chair of the Personnel Committee after consultation with the Chair of the Council of Trustees or, in the case of employees of the Nursery School, in consultation with the Director of the Nursery School. No background check need be made if and to the extent that the Chair of the Personnel Committee after consultation with the Chair of the Board of Finance and Administration determines that such background check cannot be completed at commercially reasonable rates giving consideration to the financial situation of the church.

- ***Clergy and Commissioned or Licensed Ministers:*** All clergy and commissioned or licensed ministers shall complete an Employee Application and Disclosure Form. The Chair of the Personnel Committee shall collect and review such forms and advise the Senior Pastor and the Chair of the Council of Trustees (either of whom may elect to inform the Council of Trustees) of any information therein that the Chair of the Personnel Committee reasonably believes might impact in any material way the ability of the person submitting such form to comply with this policy or perform the services set forth in such person's job description.
- ***Director of Youth and Family Youth Ministries, Minister of Music, Music Assistant for Youth Ministries, Adult Choir Director, Youth and Children's Choir Director:*** The Director of Youth and Family Ministries, the Minister of Music, the Music Assistant for Youth Ministries, the Directors of the Adult, Youth and Children's Choirs and any person with similar responsibilities shall complete an Employee Application and Disclosure Form. The Chair of the Personnel Committee shall collect and review such forms and advise the Senior Pastor and the Chair of the Council of Trustees (either of whom may

elect to inform the Council of Trustees or the chair of the board that interacts with such person) of any information therein that the Chair of the Personnel Committee reasonably believes might impact in any material way the ability of the person submitting such form to comply with this policy or perform the services set forth in such person's job description.

- ***Paid Staff:*** The Office Supervisor, the Nursery School Director, the Church School Administrator, the Administrative Assistant to the Director of Youth and Family Ministries, the custodians and all persons working in the church office, the nursery school or otherwise in the church who are paid for their services shall complete an Employee Application and Disclosure Form. The Chair of the Personnel Committee shall collect and review such forms and advise the Senior Pastor and the Chair of the Council of Trustees (either of whom may elect to inform the Council of Trustees or, in the case of any person supervised by the Office Supervisor, the Office Supervisor or, in the case of any person supervised by the Nursery School Director, the Nursery School Director or the Chair of the Board of Christian Education or, in the case of any Administrative Assistant to the Director of Family and Youth Ministries, such Director) of any information therein that the Chair of the Personnel Committee reasonably believes might impact in any material way the ability of the person submitting such form to comply with this policy or perform the services set forth in such person's job description.
- ***Volunteers Who Work with Minors:*** All volunteers who work with minors, including without limitation, church school teachers, confirmation and youth group leaders, mission or adventure trip leaders and volunteers for overnight tree sales, retreats or other youth programs, activities and events shall complete an Authorized Volunteer Application and Disclosure Form. The clergy, minister, director or administrator (or other similar person supervising the related program, activity or event who is directed to so by the Senior Pastor or the Chair of the Council of Trustees) shall collect such forms and deliver them to the Chair of the Personnel Committee for review. Upon such review, the Chair of the Personnel Committee shall advise the Senior Pastor and the Chair of the Council of Trustees (either of whom may elect to inform the Council of Trustees or the chair of the board or committee that is sponsoring or supporting the related activity or event) of any information therein that the person collecting such forms reasonably believes might impact in any material way the ability of the person submitting such form to comply with this policy or perform the related volunteer services. Volunteers who work with minors shall be limited to members of the Garden City Community Church that have been active for at least six months and persons who are not members of the church but who are regularly attending Sunday worship services and have done so for at least one year; *provided* that volunteers working on a production of the Garden City Community Church Theatre Group need not be members of the church so long as such volunteers are selected, report to and are actively

under the supervision of an officer of the Theatre Group who has been a member of the church for at least six months.

## **B. Training**

- All clergy, commissioned or licensed ministers, church or nursery school administrators, directors, teachers, youth and confirmation leaders, paid staff and volunteers who work with minors shall be given a copy of this Safe Church Policy.
- The Senior Pastor, Associate Pastor, Chair of the Council of Trustees, Office Supervisor, Director of Youth and Family Ministries, Nursery School Director, Church School Administrator and chair of each committee and board of the church shall annually review with the persons under their supervision or on their council, committees or boards the reporting and response procedures set forth in this Safe Church Policy.
- This Safe Church Policy shall be made available to all members of the church and, upon request, any other persons or groups using the church with our permission. Although it shall not be a condition to use of the church by any person or group that such person or group shall adopt this Safe Church Policy, in the event that Chair of the Board of Finance and Administration or Chair of the Council of Trustees becomes aware that any such person or group has taken any action contrary to, or failed to take any action necessary for implementing, the purposes of this Safe Church Policy, such person or group shall be directed to cease using the church unless and until such action, or failure to take such action, is remedied to the reasonable satisfaction of the Chair of the Council of Trustees. This Safe Church Policy shall be prominently displayed within the church building and notice hereof shall be given to all persons and groups using the church.

## **III. REPORTING ALLEGED INCIDENTS AND RESPONSES THERETO**

### **A. Reporting of Alleged Incidents**

- All persons engaged in the ministry of the Garden City Community Church (including, without limitation, elected or appointed officers, members of councils, boards or committees, church or nursery school administrators, directors, teachers, youth and confirmation leaders, employees, volunteers, ordained clergy and commissioned or licensed ministers) who observe or

receive a report of an alleged incident of sexual, physical or emotional abuse or sexual harassment shall report such incident:

- In the case of an incident involving clergy or a commissioned or licensed minister, to the Chair of the Council of Trustees and the Chair of the Personnel Committee, either of whom may elect to advise the Council of Trustees of such incident
  
- In the case of an incident involving the Director of Youth and Family Ministries, Minister of Music, Music Assistant for Youth Ministries, Adult Choir Director or Youth or Children's Choir Director, to the Senior Pastor and the Chair of the Personnel Committee, either of whom may elect to advise the Council of Trustees of such incident
  
- In the case of an incident involving the Office Supervisor, the Nursery School Director, the Church School Administrator or the Administrative Assistant to the Director of Family and Youth Ministries, to the Senior Pastor or the Associate Pastor and, in each case, the Chair of the Personnel Committee, each of whom may elect to advise the Council of Trustees of such incident
  
- In the case of an incident involving the custodians or any persons working in the church office, the Nursery School or otherwise in the church who are paid for their services (other than those persons specified above), to the Office Supervisor, the Nursery School Director, the Senior Pastor or the Associate Pastor and, in each case, the Chair of the Personnel Committee, each of whom may elect to advise the Council of Trustees of such incident
  
- In the case of an incident involving any volunteers or any other person not specified above, to the Director of Youth and Family Ministries, Minister of Music, Music Assistant for Youth Ministries, Adult Choir Director, Youth or Children's Choir Director, Office Supervisor, the Nursery School Director, the Church School Administrator, the chair of the board sponsoring or supporting the related activity or event, the Senior Pastor or the Associate Pastor and, in each case, the Chair of the Personnel Committee. The Senior Pastor, Associate Pastor or Chair of the Personnel Committee may each elect to advise the Council of Trustees of such incident

- Any victim of, or any person who observed, an alleged incident of sexual, physical or emotional abuse or sexual harassment may formally report such incident to the Director of Youth and Family Ministries, Minister of Music, Music Assistant for Youth ministries, Adult Choir Director, Youth or Children's Choir Director, Office Supervisor, the Nursery School Director, the Church School Administrator, the chair of the board sponsoring or supporting the related activity or event, the Senior Pastor, the Associate Pastor, the Chair of the Council of Trustees or Chair of the Personnel Committee
- When any report of an alleged incident received by any of the foregoing persons shall be promptly forwarded to the Senior Pastor and the Chair of the Personnel Committee, each of whom may elect to advise the Council of Trustees of such incident.

## **B. Response to Incident Reports**

The Garden City Community Church will treat every allegation of sexual, physical or emotional abuse or sexual harassment seriously. The church will investigate every allegation in a prompt and professional manner as provided in this Safe Church Policy. It is our intention that the accused will be treated with respect and dignity during the investigative process. Reasonable efforts will be made to comfort and protect the victim of the alleged abuse and endeavor to meet the victim's needs in a reasonable manner. Reasonable steps shall be taken by the persons receiving incident reports to keep such information confidential, except as may otherwise be required by law or this Safe Church Policy, and such persons shall advise other persons of any such incidents on to the extent that they need to know such information in order to implement this Safe Church Policy.

The following actions will be taken promptly after receipt by the Chair of the Personnel Committee of a report of an alleged incident:

- The Senior Pastor or the Associate Pastor and, in each case, the Chair of the Personnel Committee (or if the alleged incident involves any of them, the person not involved and the Chair of the Council of Trustees) shall meet, in person or by other means selected by them, to implement what they believe to be an appropriate response. They may determine to end the response process at this point if they reasonably believe that no violation of this Safe Church Policy has occurred.
- If the response process is not so ended, the Senior Pastor and the Chair of the Personnel Committee (or their alternative in the instances set forth above) shall form a response team to investigate and act on the alleged abuse or harassment. If the incident involves any person who is not a

volunteer, a custodian or a person working in the church office or Nursery School (other than the Office Supervisor or the Nursery School Director), the response team shall include the Senior Pastor or the Associate Pastor (unless that person is involved with the alleged incident), the Chair of the Council of Trustees (unless that person is involved with the alleged incident), the Chair of the Personnel Committee (unless that person is involved with the alleged incident), and two other persons selected by the Senior Pastor and the Chair of the Council of Trustees (at least one of whom shall be a member of the congregation who is not an officer, a member of the Council of Trustees). If the incident involves any person who is a volunteer, a custodian or a person working in the church office or Nursery School (other than the Office Supervisor or the Nursery School Director), the response team shall include the Senior Pastor or Associate Pastor (unless that person is involved with the alleged incident), the Chair of the Personnel Committee (unless that person is involved with the alleged incident) and at least one other person selected by the Senior Pastor and the Chair of the Council of Trustees (at least one of whom shall be a member of the congregation who is not an officer, a member of the Council of Trustees or a member of the board or committee sponsoring or supporting the program, activity or event at which the alleged incident took place).

- The response team shall:
  - Notify the parent or guardian of any minor involved in the alleged incident
  - Notify the church's insurer
  - Notify and discuss the allegations with the church's legal counsel with a goal to meeting all legal requirements in connection with the response process
  - If they deem appropriate, notify the Council of Trustees or the congregation
- The response team's actions may include, but are not limited to, the following:

- Overall evaluation of the incident, including interviews with the alleged victim and accused, and counseling referrals if necessary or appropriate
  
- Monitoring of the accused in connection with the accused's participation in church programs, activities and events
  
- Discussion with the accused in an effort to determine whether the accused understands and respects appropriate limits of behavior in regards to the Safe Church Policy
  
- Removal of the accused or placing the accused on a leave of absence, pending completion of the investigation
  
- Filing any required report with law-enforcement agencies
  
- Requesting assistance through the Garden City Police Department, the Nassau County Department of Social Services, Nassau County Family or District Court, New York State Office of Children and Family Services, or other governmental agencies
  
- Resolution of the matter in the event that all parties reach a mutual agreement and the church's counsel advises that such agreement is lawful



\_\_\_\_\_  
(EMPLOYER OR ORGANIZATION)

\_\_\_\_\_  
(POSITION)

\_\_\_\_\_  
(ADDRESS CITY STATE ZIP)

\_\_\_\_\_  
(CONTACT PERSON)

( ) -  
(PHONE No.)

\_\_\_\_\_  
(EMPLOYER OR ORGANIZATION)

\_\_\_\_\_  
(POSITION)

\_\_\_\_\_  
(ADDRESS CITY STATE ZIP)

\_\_\_\_\_  
(CONTACT PERSON)

( ) -  
(PHONE No.)

**NAME OF CHURCH WHERE I AM CURRENTLY A MEMBER:**

- I have been a member of the Garden City Community Church since: \_\_\_\_\_
- I have regularly attended the Garden City Community Church since: \_\_\_\_\_
- I am a member of \_\_\_\_\_ since: \_\_\_\_\_
- I am not currently a member of any church.

**FORMER NAMES:**

Please list any names that you have used other than the one set forth above (e.g., maiden name, former name, a.k.a):

\_\_\_\_\_

**FORMER RESIDENCES:**

Please list your last two previous home addresses and length of residence:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES (OPTIONAL FOR VOLUNTEERS WHO HAVE BEEN MEMBERS MORE THAN 1 YEAR):**

Please list two references (excluding relatives), including relationship and length of time you have known the references.

_____	( ) -
(REFERENCE)	(PHONE NO.)
_____	_____
(RELATIONSHIP)	(KNOWN SINCE)
_____	_____
(ADDRESS)	CITY STATE ZIP

_____	( ) -
(REFERENCE)	(PHONE NO.)
_____	_____
(RELATIONSHIP)	(KNOWN SINCE)
_____	_____
(ADDRESS)	CITY STATE ZIP

**SAFE CHURCH INFORMATION:**

Is there any fact or circumstance about you or your background that would call into question the availability of entrusting you with the supervision, guidance or care of minors?  
*(If yes, please attach description)*

- Yes                       No

Has your employment, service in a volunteer position or any of your professional credentials ever been terminated (by you or others) for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical or emotional abuse; child abuse; or financial misconduct?

- Yes                       No

Have you ever been found guilty, or pled guilty or no contest, to a criminal charge?  
*(If yes, please attach description)*

- Yes                       No

Has any judgment been entered against you, or have you settled out of court, or has any judgment been dismissed because the statute of limitations has expired, in each case, in a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical or emotional abuse; child abuse; or financial misconduct? *(If yes, please attach description)*

- Yes                       No

Do you have a valid driver's license?

- Yes              State of issuance: \_\_\_\_\_              License No. \_\_\_\_\_

- No

Have you ever had your driver's license suspended or revoked within the last five years due to reckless driving or driving while intoxicated or under the influence of a controlled substance?

- Yes                       No

The covenants between persons seeking employment or authorized volunteer positions in the church require honesty, integrity and truthfulness for the health and safety of the church and the participants in its programs, activities and events. To that end, I attest that the information set forth herein is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information that I have provided if I come to know that the responses or information was incorrect when given or, though accurate when given, the responses or information are no longer accurate. Beginning relationships with the church and the participants in its programs, activities and events by an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church they seek to serve. To that end, I authorize the Garden City Community Church or its agents to make inquiries regarding all statement that I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement and other public agencies to respond to inquiries concerning me, to supply verification of the statements that I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments and statements made in good faith and without malice.

The Garden City Community Church's hiring and authorized volunteer processes involve distribution of information regarding applicants with those persons in a position to recruit, secure and supervise the position I am seeking to fill. To that end, I authorize the Garden City Community Church and its agents to circulate, distribute and otherwise share information gathered in connection with this application to such persons for these stated

purposes. I understand that the Garden City Community Church will share with me information it has gathered about me, if I request it to do so.

I affirm that I have been given a copy of the Safe Church Policy of the Garden City Community Church. I have read and understood the contents of such policy. I agree that, as an employee or authorized volunteer, I will work in a way that is consistent with the Safe Church Policy and with the goals and mission of the church.

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PARENT'S OR GUARDIAN'S SIGNATURE IF APPLICANT IS UNDER THE AGE OF 18)

\_\_\_\_\_  
(DATE)

**GARDEN CITY COMMUNITY CHURCH  
YOUTH PROTECTION POLICY  
FOR  
CHURCH SCHOOL, CONFIRMATION AND YOUTH**

As set forth in the Safe Church Policy of the Garden City Community Church, the church seeks to create a safe and healthy environment in which young people can learn about and experience God's love. In addition to compliance with the Safe Church Policy, including the obtaining of an Employee/Authorized Volunteer Application and Disclosure statement from all persons involved in any program, event or activity involving minors (that is, persons under the age of 18), the Garden City Community Church has adopted the following policies and procedures to be followed in every program, class, activity and event involving the infants, toddlers, children and youth of our church.

**GENERAL SUPERVISION**

All programs, events and activities involving infants, toddlers, children or youth shall be conducted in a manner such that there is adequate supervision by adults (that is, persons at least 21 years of age), who may be assisted by youth (that is, persons over the age of ten but under the age of 18) or young adults (that is, persons over the age of 18 but under the age of 21). The Director of Youth and Family Ministries, Church School Administrator, Music Assistant for Youth Ministries or Chair of the Board or Committee sponsoring or supporting the program, activity or event shall determine the number of adults and young adults that is adequate for a given program, activity or event. In no case shall there be less than two adults (or one adult and one young adult) present during a program, activity or event, except as set forth below. Programs, activities or events involving activities not conducted on the church premises (such as outreach projects, social or fellowship events, retreats, mission or adventure trips or similar programs, activities or events) which may involve separation of boys and girls for sleeping, showering or other purposes shall have an adequate number of both male and female adults and young adults. Parents of infants, toddlers, children and youth are responsible for accompanying them to and from all programs, activities and events. In so doing, parents shall not drop off or leave their infants, toddlers, children or youth prior to the time the program, activity or event is scheduled to occur. Similarly, parents are responsible for timely picking up or otherwise rejoining with their infants, toddlers, children and youth. Parents shall not allow their infants, toddlers or children under the age of ten to use church facilities unattended or unsupervised. Children in the fourth or lower grades (including infants and toddlers) shall not be released from Church School classes or events unless they are accompanied by a parent or other adult or youth specifically identified by such parent to the Church School Administrator.

**TWO DEEP LEADERSHIP**

Generally, there shall be two adults (or, in the case of church school classes, one adult and one youth assistant or young adult) present at all times during every class, program, activity or event involving infants, toddlers, children or youth. All classes, programs, activities and event shall be conducted in an open area or room. In the event

that one adult (or youth assistant or young adult) needs to leave a church school class or other area (for instance to take a child to the bathroom or in a medical or other emergency), adults in the nearest classroom or area shall be notified and the classroom door shall be left open. In the event that only one adult is present for a church school class, such class must be conducted in an open area or a room with an open door or a door with an unobstructed window and the Church School Administrator (or the Church School Administrator's adult designee) shall periodically observe such class. Parents are invited to be present in any church school class at any time. To the extent practicable, upon termination of any program, activity or event, at least two leaders shall remain with any infants, toddlers, children or youth that are waiting to be picked up or rejoined with their parents. No infants, toddlers, children or youth shall be discharged to a person other than their parent or guardian unless the adult in charge has received a written direction from such parent or guardian specifying the adult or young adult to whom such infant, toddler, child or youth may be discharged.

### **BATHROOM, SHOWER AND SLEEPOVER POLICIES**

Generally, church school teachers, assistants or other adults or young adults (other than the child's parent) shall accompany toddlers and children under the age of 10 to the bathroom if needed during a class, program, activity or event, but shall remain outside the bathroom while the toddler or child is inside (unless they are the parent or guardian of such toddler or child). Parents are encouraged to cause their children and youth to use bathroom facilities prior to the commencement of any class, program, activity or event. If a child needs assistance in the bathroom (e.g., zipping, buttoning, buckling or cleaning up), the person providing assistance shall report the incident to the Church School Administrator, Director of Youth and Family Ministries, Music Assistant for Youth Ministries or other person in charge of the program, activity or event and advise the child's parent that assistance was given. If a parent is aware that their child (of any age) may need assistance, they may inform the Church School Administrator, Director of Youth and Family Ministries, Music Assistant for Youth Ministries or other person in charge of the program, activity or event in writing of the assistance requested and such persons may arrange for the requested assistance to be given by an adult or young adult. Diapering of infants and toddlers may be done in the classroom when another volunteer is present.

In connection with any program, activity or event that involves sleepovers or showering (such as the Christmas tree sale overnight, confirmation retreats, mission or adventure trips and other Youth activities), separate sleeping and showering facilities shall be provided for boys and girls and two adults (or one adult and one young adult) of the same sex shall supervise the sleeping and showering areas for youth of their sex. In such situations and to the extent practicable, adults shall respect the privacy of the youth in situations such as changing clothes and taking showers and shall intrude only to the extent that health and safety require. No youth shall sleep alone in an area with an adult (other than the youth's parent), and adults of different sexes shall not sleep together (unless married to each other).

### **PROGRAMS, ACTIVITIES OR EVENTS NOT ON THE CHURCH GROUNDS**

Any program, activity or event involving infants, toddlers, children or youth that are not being conducted on the grounds of the church shall comply with the following policies and procedures:

- No infant, toddler, child or youth may participate in any such program, activity or event unless the Director of Youth and Family Ministries, the Church School Administrator or the Music Assistant for Youth Ministries has received a permission slip substantially in the form accompanying these policies and procedures. To the extent practicable, such permission slip shall identify the leaders and chaperones who are expected to participate in such program, activity or event.
- If such program, activity or event involves transportation to be provided by leaders, chaperones or parents, each driver shall complete a transportation report substantially in the form accompanying these policies and procedures. In any event the mode of transportation shall be specified in the permission slip. To the extent practicable, no driver shall at any time be in a vehicle alone with any infant, toddler, child or youth (other than their own child) during such program, activity or event.
- The Director of Youth and Family Ministries, the Church School Administrator or the Music Assistant for Youth Ministries may require the submission of medical forms in connection with any church program, activity or event.

#### **DRUGS, TOBACCO AND ALCOHOL**

The use of any drugs (other than drugs proscribed by a health care provider for medicinal purposes), tobacco or alcoholic products in the church or on the church grounds, or in connection with any church program, activity or event while infants, toddlers, children or youth are present, is strictly prohibited; *provided* that such prohibition shall not apply to programs, activities or events not in the church or on church grounds (such as Family Camp, church dinners, progressive dinners and similar events) where at least one parent or guardian of each infant, toddler child and youth present is also present.

#### **DISCIPLINE**

The purpose of discipline with infants, toddlers, children and youth is to maintain safety and order in a manner consistent with the teachings of Jesus, respect and cooperation. No infant, toddler, child or youth shall be disciplined by the use of spanking, hitting, slapping or any form of physical punishment. Verbal reprimands shall not include destructive criticism, insult or shouting. Clergy, ministers, staff and volunteers are encouraged to listen to the toddler, child or youth, communicate expectations of appropriate behavior, use time-outs or their equivalent or give alternative choices. Where appropriate, such persons may take a disruptive child to a safe place outside the room or area in which the class, program, activity or event is taking place, but within sight of such room or area until behavior is under control or may seek assistance from the Director of Youth and Family Ministries, Church School Administrator, Music Assistant for Family Ministries or other person in charge of such program, activity or event. When necessary or appropriate to control behavior or assure safety, a parent may be contacted and either brought to the room or area or asked to remove the infant, toddler, child or youth. In all cases of disciplinary action the Director of Youth and Family Ministries, Church School

Administrator, Music Assistant for Family Ministries or other person in charge of such program, activity or event shall be informed of the behavior concerns and of any actions taken. The Director of Youth and Family Ministries, Church School Administrator, Music Assistant for Family Ministries or other person in charge of such program, activity or event shall notify the parent of any disciplinary actions taken.

**GARDEN CITY COMMUNITY CHURCH  
YOUTH PROTECTION POLICY  
FOR  
NURSERY SCHOOL**

The Garden City Community Church Nursery School mission states that we strive to create a safe environment where young children can learn and grow in body, mind and spirit.

In addition to compliance with the Community Church's Safe Church Policy generally, the Nursery School maintains the following policies to promote the safety and health of all enrolled children.

Nursery School Personnel

All Nursery School paid staff members shall complete the Church's Employment Application and Disclosure form.

Paid employees will be screened in accordance with Church policy. Background checks will include but not be limited to a check for a criminal record. All paid staff members are certified annually in Adult/Child CPR, First Aid and EpiPen Administration.

Non-Nursery School Personnel

At times a child will require the services of a SEIT, a Special Education Teacher provided by the public school district, through an agency, to meet the specific educational needs of a child. SEIT's will complete an information form with current contact information, and present to the Nursery School Director a photo ID identifying them as employees of their particular agency, as well as the paperwork acceptable to the Nursery School Director from the agency indicating their approved time in the classroom. The Nursery School Director or a Head Teacher designated by the Nursery School Director will sign the daily time sheet for the SEIT.

Supervision

Students shall be under the supervision of their teachers.

Class ratios – (in accordance with NAEYC and NYS standards)

- 2 year old classes – 6 to 1
- 3 year old classes – 7 to 1
- 4 year old classes – 9 to 1

Drop Off and Pick Up

Parents or care-givers shall be directed that children are to be brought by their parent or care-giver to their appropriate starting area (classroom or playground). The parent or care-giver shall be directed to notify the teacher that a child is being dropped off and is in the class or on the playground.

Children shall be dismissed from their classrooms to their parent or care-giver or any other person authorized by the parent. A written list of acceptable car pool drivers is

to be given to the classroom teacher at the beginning of the year and changes noted accordingly. Car pool drivers shall not be considered as voluntary drivers for purposes of the Safe Church Policy or otherwise as agents or designees of the Nursery School, and the Nursery School shall not be responsible for any actions taken, or failed to be taken, by any car pool driver. In case of emergency, authorization for a change to pick up can be made by the parent over the phone to the Nursery School Director.

### Bathroom & Toileting Issues

Each classroom has a bathroom in the class. Children shall use the toilets on their own. Teachers shall only assist with unfastening and fastening of difficult articles of clothing.

If a child has a bathroom accident and wets him/herself, their teacher will assist them in changing into the extra clothes that the parent or care-giver of each child has been directed to keep in school.

If the child has a bowel movement, the parent or care-giver shall be called to change the child.

### Health

Parents shall be required to provide with Nursery School with a local emergency contact

All children shall be required to submit an annual medical form indicating results from a yearly physical and a current immunization record – in accordance with NYS Health dept. regulations.

Health forms should indicate any health issues – including but not limited to, allergies & medical conditions.

Nursery School personnel shall not be expected to administer any medication, with the exception of an EpiPen.

If the Nursery School is informed that a child may require an EpiPen to be kept on school premises, the parent and physician must complete and notarize the attached Authorization for Administration of Medication forms. The EpiPen will be kept in the Nursery School Director's office in its original packaging and the prescription for the EpiPen must be current and attached to the packaging.

If an occasion arises requiring the administration of the EpiPen, staff members will promptly call 911 and the parents or the designated Emergency contact.

### School Trips

School trips are planned several times a year to local places of interest. Parents are the chaperones and drivers for these trips. Each child must have a permission slip signed by their parent or guardian allowing them to attend. If a parent cannot drive, the parent must arrange a car pool with another parent and sign a permission slip indicating their agreement to this arrangement. Parents driving their own children on a school trip and car pool drivers shall not be considered as voluntary drivers for purposes of the Safe

Church Policy or otherwise as agents or designees of the Nursery School, and the Nursery School shall not be responsible for any actions taken, or failed to be taken, by any car pool driver. All children must travel in approved car seats and booster seats in accordance with NYS law.

If a trip is planned that requires a school bus for transportation parents sign permission slips agreeing to allow their child to travel by school bus to and from the trip destination. All school bus travel shall be arranged through licensed school bus companies. The bus will required to be equipped with seat belts for all children.

**GARDEN CITY COMMUNITY CHURCH  
PERMISSION FORM  
FOR  
CHILDREN AND YOUTH  
PROGRAMS, ACTIVITIES AND EVENTS**

I hereby give permission for my child, \_\_\_\_\_, to attend the following program, activity or event:

[Describe activity]

The program will commence at approximately [time] on [date] and end at approximately [time] on [date]. The cost of the program, activity or event is expected to be approximately \$[ ], exclusive of money your child may spend for [designate any meals to be paid for by child], any souvenirs, gifts or other merchandise purchased by your child and [any special tickets, costs or other items].

The transportation for this program, activity or event will be provided by [bus], [limousine], [van], [private car] or [other]. The drivers for the private cars are [list drivers]. The company providing transportation services is [ ]. Transportation will be rented from [ ] and the drivers will be [ ].

**CHILD INFORMATION:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Home phone: ( ) - Parent or Guardian's Cell: ( ) -

E-mail at home: \_\_\_\_\_@\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Home phone: ( ) - Work Phone: ( ) -

Cell phone: ( ) - E-mail: \_\_\_\_\_@\_\_\_\_\_

**MEDICAL INFORMATION:**

Does your child have any special medical needs or conditions (such as medications, allergies, restrictions on activities, heart conditions, diabetes, blood pressure issues, asthma, travel sickness)? If yes, please specify.

Name of medical insurer:

Policy or plan number:

Name of Family Doctor: \_\_\_\_\_ Tel. No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Name of Family Dentist: \_\_\_\_\_ Tel. No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**CONSENT FOR MEDICAL TREATMENT AND INDEMNITY:**

I hereby consent to my child participating in the program, activity or event described above.

I will encourage my child to co-operate with the leaders and other children. In the event that the leader in charge determines that my child's behavior is unduly disruptive or threatens the safety of my child or anyone else, I agree to promptly come and take custody of my child at the place of the program, activity or event.

I authorize the leader in charge to arrange for my child to receive such first aid, medical or surgical treatment as the leader may deem necessary or appropriate at any time. I further authorize the use of ambulance or anesthetic by a qualified medical practitioner if in the leader's judgment it is necessary or appropriate. I accept responsibility for payment of all costs and expenses associated with such treatment.

I agree to indemnify and hold harmless the Garden City Community Church and the leaders and chaperones against any and all claims, demands, suits, costs, expenses and liabilities of whatever nature and howsoever arising out of any injury to my child, and the program, activity or event described above and any activities incidental thereto.

**SIGNATURE OF PARENT OR GUARDIAN:**

\_\_\_\_\_  
(Print name: \_\_\_\_\_ )

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

**GARDEN CITY COMMUNITY CHURCH  
VOLUNTARY DRIVER INFORMATION**

Please complete if you intend to drive a vehicle (yours, a rental or someone else's) as a part of your volunteer service to the church in connection with a program, activity or event involving children, youth or adults.

Name: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Type of License:  car  truck  bus  other (please specify: \_\_\_\_\_)

Please list any restrictions on your driver's license: \_\_\_\_\_

Your vehicle:

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever had a driver's license revoked or suspended?

No  Yes (please describe: \_\_\_\_\_)

Have you been involved in a motor vehicle accident while driving in the last five years?

No  Yes (please describe: \_\_\_\_\_)

Have you received any traffic or motor vehicle tickets (other than parking tickets) in the last five years?

No  Yes (please describe: \_\_\_\_\_)

Have you been arrested or convicted of DWI or DUI?

No  Yes (please describe: \_\_\_\_\_)

Is your vehicle insured and maintained in good repair, in a roadworthy condition and have required safety restraints?

No  Yes (specify insurer and policy no. \_\_\_\_\_)

NOTE: All cars used for transportation in connection with church programs, activities and events must be properly insured, be roadworthy and properly registered and inspected at time of use and while in use during such program, activity or event.

I represent that the above information is true and correct and contains no material omissions. I agree to notify the church within a reasonable time of any changes in the above information.

\_\_\_\_\_  
(Print name: \_\_\_\_\_)

\_\_\_\_\_  
(Date)

(Attach copy of driver's license, registration and insurance card)

**GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL**

245 Stewart Ave.  
Garden City, NY 11530  
516-746-1756  
GCCCNursery@yahoo.com

**Authorization for Emergency Treatment and/or Administration of Medication**

**Child's Name:** \_\_\_\_\_

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

Parent or Guardian's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned parent or legal guardian of \_\_\_\_\_,  
(Parent or legal guardian's name) (Child's Name)

(hereafter referred to as "the child") hereby acknowledge and agree as follows:

1. That if the child should require medical attention during school hours, and no parent or guardian, nor the family doctor (indicated on registration form) can be reached, the GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL has my permission to have emergency treatment administered by a physician available to the school; and
2. That the child has a health condition for which a physician has prescribed a medication known as \_\_\_\_\_; and
3. That the undersigned hereby authorizes and requests the GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL to administer said medication to the child during school hours:
4. That the parents of the child at their own expense, shall provide sufficient quantities of said medication to the GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL for purposes of possible administration of same to the child without prior notification to the parents, guardian or child's physician.
5. That the parents of the child shall be responsible for providing the GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL with a written and signed statement by a physician setting forth the timing, dosage and restrictions as to the administration of said medication, under emergency and non-emergency circumstances;
6. It is understood by the parent or guardian of the child that the GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL does not assume, does not have, and shall not have, any liability whatsoever with respect to the provision of emergency treatment, or lack thereof, and the administration of medication, or lack thereof, as set forth in the foregoing.

Date \_\_\_\_\_

\_\_\_\_\_  
(Parent or guardian signature)

Date \_\_\_\_\_

\_\_\_\_\_  
Notary signature and Stamp/Seal

**GARDEN CITY COMMUNITY CHURCH NURSERY SCHOOL**

245 Stewart Ave.  
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**Parent and Prescriber's Authorization for Administration of Medication in School**

**A. This section to be completed by parent or guardian:**

I request that my child \_\_\_\_\_ in \_\_\_\_\_ receive the  
(Child's Name) (Class Name)  
medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school director or classroom teacher will administer the medication.  
Days/Hours of School Attendance: \_\_\_\_\_ / \_\_\_\_\_  
Days Hours

**Signature (Parent or Legal Guardian):** \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

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

**B. This section to be completed by the licensed health care prescriber:**

I request that my patient, as listed above, receive the following medication:

Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage, Frequency and Route: \_\_\_\_\_

Time to be taken during school hours: \_\_\_\_\_

Duration of Treatment: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Name of Licensed Prescriber and Title (please print):  
\_\_\_\_\_

Prescriber's Signature: \_\_\_\_\_

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

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