



The Convocation of  
American Churches in Europe

**GUIDELINES AND PROCEDURES FOR  
THE CARE AND PROTECTION OF CHILDREN**

October 2008

## I. The Church's Commitment

Children are embraced by our Lord in special blessing, “for to such belongs the kingdom of heaven” (Mt. 19:14). Christians are called to recognize the special status of children, and the responsibility which we all share in their nurture and protection. Within the church, children matter in their own right and are to be taken seriously as full members of the community.

The Episcopal Church, recognizing the immense gift of children to families and to the church community, is committed to provide for their care, nurture, and protection. The following guidelines seek to offer direction and, in certain areas, requirements for the proper care and appropriate attention to be given to children. These guidelines thereby also aim to provide both for the protection of teachers, youth workers, employees and clergy from compromising or dangerous situations.

The church also recognizes the reality of the abuse of children that can sometimes occur within the community. The Convocation of American Churches in Europe and each of its parishes and missions must therefore play their part together with parents, schools, and other agencies in the prevention of such abuse.

## II. Definitions and background

These guidelines are meant to provide appropriate standards for the general care of children in the church, to define abusive behavior and the necessary response to it, and to provide practical suggestions in meeting these principles.

Although the legal definitions of a child and of child abuse may vary among the various legal jurisdictions in which the parishes and missions are found, for purposes of these guidelines the following definitions will apply:

- A child (minor) is a boy or girl under 18 years of age.
- A responsible adult is anyone aged 18 or older, charged with the supervision of children in a church-related activity, either on or off the church premises.
- An abused child is a boy or girl under 18 years of age, who has suffered from or is believed to be at significant risk or threat of physical injury, neglect, emotional or sexual abuse from his or her parents, other persons responsible for the child's care, or anyone who has access to the child.

- Sexual abuse is defined as acts of sexual assault and sexual exploitation of minors. It includes a broad range of behavior, such as fondling a child's genitals, intercourse, incest, rape, sodomy, and exhibitionism.

Sexual abuse may consist of a single incident or of many incidents over a long period of time. Victims range in age from less than one year through adolescence. Most abuse of children and young people is committed by someone known to them and trusted by them, either within the family, among their friends, or in the local community.

### III. Statement of policy

The Convocation of American Churches in Europe, through its bishops, clergy and people, is committed to the physical, emotional and spiritual well-being of all the children in its care. It is the policy of the Convocation to safeguard its children from physical, sexual and emotional harm while participating in church activities, and to make their safety and comfort a priority. All persons who have responsibility for children, either clergy or lay, paid or volunteer are expected to maintain the highest standards in their relationships with children, and to refrain from behavior which might be misunderstood or cause offence.

Many children are part of the church community, and likewise many devoted leaders and helpers, paid and volunteer, give of their time and commitment so that these children may grow in their faith in Jesus Christ. The Convocation is committed to providing a safe and secure environment in which both children and adults may safely work and worship.

In particular:

1. Parishes and missions are expected to abide by those policies identified in this document as mandatory, and to fulfill insofar as is possible those other procedures suggested in these guidelines and to provide for the safety and care of children.
2. No abuse of a child by any employee or volunteer or member or visitor to a congregation will be tolerated. Allegations of abuse will be taken seriously and met with an appropriate response.
3. No person will be allowed to work with children except under the conditions set forth in these guidelines.
4. Children are not to receive any form of corporal punishment. Discipline problems or issues should be reported to and discussed with parents.
5. The highest level of confidentiality will be maintained in circumstances in which a child confides in a responsible adult, both in regards to the child and to the suspected abuser; however, under certain circumstances (such as if a child is suffering or is likely to suffer harm), a child should be told that other people will need to know so that the child can be protected.
6. Neither the Convocation nor any of its parishes or missions nor their employees or volunteers will attempt to conduct investigations of allegations of child abuse on their own, instead referring any case to appropriate local authorities.
7. The Convocation and its parishes and missions will collaborate fully with the statutory and voluntary agencies concerned with child abuse.

## IV. The care of children

### A. Mandatory provisions

1. The Vestry or Bishop's Committee is the responsible body in the local congregation and has a duty of care towards its children. Each Vestry or Bishop's Committee shall appoint a Children's Representative who will monitor the work with children in the congregation, taking responsibility for the implementation of these guidelines. In the case of mission congregations that may not have organized Bishop's Committees, it is the responsibility of the sponsoring parish to oversee their work with children.
2. Congregations should ensure that no activity involving children takes place in an unsafe environment or with inappropriate supervision. Lacking these minimal requirements, activities should be cancelled rather than allowed to proceed in an unsafe manner. Specifically:

#### *a. Staffing*

The minimum number of responsible adults at any activity involving children is two, and always with easy access to a telephone. No children's activity should take place with only one responsible adult present, and a gender balance is to be preferred.

Note that for purposes of fulfilling these guidelines, teenagers under the age of 18 do not count as responsible adults, but are themselves children. Exception to this rule may be made in the case of children 17 years old who have received training in childcare such as that provided by the Scouting or Guiding organizations, provided that they are supervised by an adult present with them.

#### *b. Administration*

Parents should be asked for a contact number and any specific medical information for each child participating in any church sponsored activity (see Form I, Registration form for children's activities, in the annex). Regular attendees should especially be encouraged to provide this information (particularly if their parents are not on-site during the activity), and visitors or friends if they attend more than two or three times a year.

Parents should *always* sign a consent form before children are taken off-site for activities (see Form II, Parental consent form). Children whose parents have not given such permission should not participate in the event. Older children who attend youth events should also be asked to read and sign a Community Covenant, acknowledging their willingness to abide by its provisions (Form III).

Adequate insurance should cover any activities, on or off-site.

### B. Additional suggested guidelines

While some latitude may be necessary in the application of the following suggested guidelines to specific circumstances (such as congregations which do not own their place of meeting), nevertheless the guiding principle must be that an event or activity should not happen if it cannot be held safely without danger to the children involved.

### 1. Staffing

Insofar as is possible, the following staffing levels are recommended:

0 – 2 years	1 person for every 3 children	1 : 3
2 – 3 years	1 person for every 4 children	1 : 4
3 – 8 years	1 person for every 8 children	1 : 8
8 – 18 years	1 person for the first 8 children	1 : 8
	and 1 more adult for every 12 more	1 : 12

### 2. Premises

- Meeting places should be clean, warm, well lit, well ventilated, furnished with child-safe fixtures, and suitably spacious (2.3 square meters per child is an accepted standard for small children).
- Toilets should be readily available, with appropriate privacy and sanitation.
- Play areas, either indoor or outdoor, should be safe and well supervised.
- Fire extinguishers and escape routes should be well known and placed. A fire drill should be held at least once each year for children's groups which meet regularly, such as Sunday school.

### 3. Health and safety

- Food preparation and/or storage should be done in a sanitary, healthful manner, and drinks should always be available.
- There should always be access to a telephone on the premises (possibly a mobile).
- No smoking, alcoholic beverages, or illegal drugs should be permitted either for children or responsible adults. In the case of events such as a church picnic, where there are a number of children and adult's present and alcoholic beverages might be served, the normal discretion of designating safe drivers and supervision should be observed.
- No fireworks, firearms, or other weapons should be permitted.
- Children should not be allowed to leave the premises unsupervised except with their parent's express written permission.
- Older children may be permitted to leave the premises to go to an area or establishment in the vicinity of where the event is being held as long as they travel in pairs or with an adult volunteer.
- Children's safe arrival and return to church activities should be assured whenever travelling with a representative of the church.
- When older children are responsible for getting themselves to and from events held by the church it is necessary that you make sure parents are aware of such instances of travel.
- A first aid kit must always be accessible.

#### 4. *Good practice for personal conduct by responsible adults*

- Treat children with the respect and dignity befitting their age.
- Watch your speech, tone of voice, and body language.
- Learn to control and discipline children without physical punishment.
- Make sure another adult is around if you need to help take a child to the toilet, wash a child, or if you need to give First Aid.
- Make sure another adult is present nearby if you need to talk with a child privately, and make sure the child knows this.
- Make sure that children know they can talk to a responsible adult if they need to do so, or to the Children's Representative.
- Always maintain an "open-door" policy, welcoming visits by parents.
- Don't invade a child's privacy while washing, toileting, dressing or sleeping.
- Don't play rough or sexually provocative games.
- Don't be sexually suggestive about or to a child even in fun, or encourage such attention-seeking behavior as "crushes".
- Don't touch a child inappropriately or intrusively.
- Don't scapegoat, ridicule or reject a child.
- Don't show favoritism to a child
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- As a matter of practice do not give rides to children on their own. In cases when this is unavoidable, the child should sit in the back seat. Always make sure that each child is securely buckled in with a seat belt.
- When alone with a child whether in a public or non-public place make another responsible adult aware of this situation. For example, send a text message to your Rector making him or her aware.
- A list of adults that are willing to be contacted and their contact numbers, should this situation arise, must be given to the responsible adult.
- Do not share sleeping accommodations alone with one child. It would be best to have at least two adults in every sleeping situation. However, in the instant that this is unavoidable always share a sleeping area with a group of same sex students.
- Don't invite a child to your home alone; always invite a group instead.
- Don't permit abusive peer activities, for example hazing, ridiculing, or bullying.
- Don't allow unknown adults access to children.
- Don't assume that inappropriate behavior can't happen in your group.

### 5. Responding to inappropriate advances

Children may sometimes make suggestive approaches to an adult. They may have a crush or they may act inappropriately following previous abusive experiences. Sometimes inappropriate physical contact can happen accidentally. In any such circumstances, the responsible adult should:

- Make an appropriate apology if the contact is accidental.
- Tell the child if their language or behavior is unacceptable, explaining why.
- Tell the leader or clergy person of the group about the incident.
- Record the incident in a confidential manner.
- Decide in consultation with another leader or clergy person what measures should be taken to help the child and prevent a recurrence.

### C. Making and publishing images of children

The making and publishing of images of children is something which is enjoyed by children, parents and carers, and those involved in children's work, and can bring positive publicity to church activities. Photographs and other types of images are a wonderful way of telling a church's story and building an historical record. However there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films, and regardless of the particular technologies involved.

For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- Some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known – if individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- Images made using digital cameras can be manipulated to produce indecent or abusive images.

Because of the nature of the communities of which we are a part, security and cultural issues may be particularly important.

Churches and communities within the Convocation should:

- Try to obtain consent from parents and children before taking images. Consent need not be in writing if it is not proposed to publish the pictures in any way. If they are to be displayed, used in publicity via newspapers including the Parish or Convocation newsletter or put on a web site, then specific written consent should be gained before the image is taken but must be obtained before publication.
- If the event is a church event that is to be filmed, then an oral notice should be given out at the beginning of the service/activity asking any parent objecting to images being made of their child, to remove them from the view of the camera,

- or to ask the group leader afterwards to ensure that any image they object to is not used.
- Where possible, each child should be part of a group.
  - If the image is to be published, avoid naming the children. If a name has to be used, use only first names.
  - If a child is named in full, avoid using their image.
  - Avoid images of scantily clad children, such as at swimming parties.
  - Be clear if the image is to be retained for further use.
  - Store the image securely, and destroy it if there is no further use for it.
  - Make sure the congregation is aware when a photographer will be present, particularly during a church service, and that if someone is unhappy being photographed give them an opportunity to opt-out and ensure any photos they are in are not used.
  - Churches should develop their own guidelines for when visitors [at Baptisms or Weddings] want to take images during services.
  - If possible commission a named person or persons to be the 'official church photographers'. Use them to take photographs of special events.
  - It is important that the churches of the Convocation know what any data protection laws in the countries of the Convocation require when storing any documents with personal information in them or images.
  - Don't include too many pictures of children on your web site.

Many of our youth have their own websites and share experiences and images on themselves on social networking sites such as 'FaceBook' and 'MySpace'. Youth groups, as a way of communicating with each other, often use these social websites and although they are supposed to be private, it is all too easy for outsiders to get access to them. The issue in this case is not just 'grooming' but also stealing someone's identity. For their protection, you may wish to have a discussion in your church youth group about safe surfing. Get someone 'in the know' to lead this discussion

Two possible consent forms that might be used are provided in the annex as Form IV, Using images of children for single events, and V, Using images of children for general church use. Specifics should be deleted or added to, as is needed for the purpose or occasion.

## **V. Organizations using the Church Building/Hall**

Many of the Convocation's churches and facilities are used by other organizations. This is an important way of reaching out and serving the wider community, as well as a useful means of fund raising. However, it is important that all children are given the same level of protection when using our facilities and not just the children involved in church activities. It is important that everyone using church facilities know that there is a child protection policy in place.

Therefore:

1. A clear notice will be displayed in church or on the notice board stating that the church has a child protection policy in place.
2. Visiting groups will be made aware of the policy and expected to have the correct ratio of adults to children.
3. They should be aware of health and safety issues in the building and their responsibilities where children are present.
3. Groups meeting under the name of another organization (i.e.) Scouts, pre-school, etc., must operate within their own Child Protection/Safe from Harm Guidelines or the Convocation's guidelines.

## VI. Recruitment and training of responsible adults

### A. Risk factors

Children are at risk to abusive or inappropriate care in the church, both because responsible adults may be inexperienced or have unpredictable behavior, and because of the easy access to children in a voluntary community. Factors contributing to the risk of abuse include:

- Institutional denial.
- Failure to respond and/or prosecute.
- Fewer built-in barriers than other youth-serving organizations.
- Lack of coordinated child protection strategies.

For these reasons, it is imperative that congregations exercise care in the recruitment and training of adults who will be responsible for children.

### B. Mandatory provisions

#### 1. *Background checks*

All church employees and persons working with children should be asked to fill out Section A ("Personal Information and Background") of the personal background and references sheet (Form VI). In addition, all clergy and employees, as well as volunteers who regularly supervise youth activities, should complete Section B ("References") so that background checks can be made. This check will include at the minimum a contact with references, and may also include an investigation of an individual's criminal record.

All church employees and persons working with children will also be required to sign a statement indicating that he or she has received and read this document, and has never been convicted of child abuse nor had such a conviction expunged (see Form VII, Child protection compliance statement).

These statements should be kept on file in the church office.

#### 2. *Training*

Clergy who are resident in or licensed by the Convocation shall complete, or produce a certificate to show that they have completed elsewhere, a course in the

prevention of child abuse. This certificate shall be kept on file in the Bishop's office. It is the responsibility of the Convocation to provide such training of the clergy.

All employees, and volunteers who regularly work with children, should be given training in their care and protection by a supervisor or member of the clergy who has likewise been trained.

### C. Additional suggested guidelines

Given the relatively low risk in such public environments as Sunday schools and nurseries, background checks are not explicitly required of persons working in them. Nonetheless, those who are responsible for staffing such programs should consider the character of persons chosen as teachers and caregivers, remaining alert for any signs of potentially inappropriate behavior.

Persons new to a congregation should not normally be engaged as lead volunteers with children for at least three months of active church time during the school term after their arrival and after reading this document as well as signing required forms found with this document. (Form VI and form VII).

Persons new to a congregation should not normally be engaged as support volunteers with children for at least six weeks of active church time during the school term after their arrival and after reading this document as well as signing required forms found with this document. (Form VI and form VII). Possible volunteers should be welcome to observe youth meeting or Sunday school meeting while being paired with established youth volunteers.

Persons new to a congregation should not be an active volunteer that is engaging in mentoring relationship with children until their background checks have been done.

It is also desirable that persons working with children receive some basic training in first aid, especially those who travel with children off-site or supervise overnight activities.

## VII. Procedures for responding to suspected abuse

### A. Signs of abuse

Church workers and the whole church community should be alert to signs of stress affecting the care and parenting of children. Children and young people with disabilities are especially vulnerable and need special care and protection. Children and young people may themselves also abuse, and will need special help and supervision.

Warning signs in a child of abuse include:

- Being withdrawn, hostile, or aggressive.
- Not wanting to go to a certain place or be around a particular person, including home.
- Showing sexual knowledge or behavior beyond that expected for his or her age.
- Engaging in bizarre or fanciful sexual behavior.
- Being overly affectionate or seductive with peers or adults.

- Having recurring medical problems such as infections or pains in the genital, mouth, or anal areas, or venereal disease.
- Showing inappropriate or infantile behavior such as withdrawal, depression, poor peer relationships, or avoidance of physical contact.
- Exhibiting physical signs such as bleeding, bruising, or burn marks, especially if they seem to go untreated and are recurring.
- Having unexplained gifts or money.

Warning signs in a caretaker of abusive behavior include:

- Being extremely protective or jealous of a child.
- Encouraging a child to engage in inappropriate behavior.
- Having a personal history of sexual or physical abuse.
- Having a history of substance abuse.
- Lacking a network of friends and relationships.
- Frequent changes from one congregation to another, or a too eager willingness to “help” with the youth.
- Resistance to fulfilling the requirements of rules such as those provided in these guidelines.
- Inappropriately suggestive or crude language.
- Recurring desire to “make amends” or to make vague apologies about relationships with children.

## B. Responding to suspected abuse

1. Disclosure by a child. Workers with children often get to know the children in their charge very well. The children may feel enough trust to tell such workers about unhappy things that are happening – at home, at school, or at church. Such a confidence is a responsibility which the caretaker or other adult must take seriously, remembering that in the case of abuse, the child may want the abuse to stop but to still love the abuser. The child may not realize that the situation is a complicated one, thinking that the adult to whom he or she confides will be able to stop the abuse without anything else happening.
  - If a child asks to tell something in confidence, always tell the child that it may depend on the circumstances if the child is in danger. Do not agree to “keep secrets”.
  - Try to have another adult present while the child speaks, but do not prevent the child from speaking if this is impossible.
  - Maintain eye contact, allowing the child to talk without pressing for information.
  - Reassure the child that he or she was right to tell, and that they are not to blame for what has happened, and that you will give support.

- Let the child know you will have to tell other people so that the abuse can stop. Try to explain what will happen next in a way that the child can understand.
  - As soon as possible write down as carefully as possible what the child said, how and when they said it, and how they appeared emotionally. Write down what you said in response.
1. Suspicions of abuse. Sometimes persons in the church community may suspect that a child is being abused, without having heard a report of the same from the child. Anyone may report a concern about a child’s well-being, provided the report is made in good faith, either to a responsible adult, a member of the clergy, or to local authorities.
  2. Action to be taken: whom to contact. Whenever one has heard a complaint from a child, or has sufficient grounds to suspect abuse, it is important to respond promptly. One should not attempt any investigation, but make a report of what has been said or suspected to the appropriate supervisor, either a responsible adult or member of the clergy, or to the local authorities. The rule of thumb is to refer, not to investigate.
    - If the child needs urgent medical help call the appropriate emergency services or take the child to the nearest emergency medical facility.
    - Discuss the situation with a group leader or member of the clergy. If the suspected abuser is a member of the congregation, a report should be made to the priest in charge. If the suspected abuser is a member of the clergy, a report should be made to the Bishop.
    - If after taking counsel with these persons, you are sure you suspect abuse, the concerns should be reported to the appropriate local agency.
    - Congregations are responsible for having on file information regarding the manner of reporting, suspected child abuse according to local law (see Section V, “Procedures for Responding to Allegations”, of the Guidelines for Preventing and Responding to Sexual Misconduct).
    - A report of the situation should be made to the Bishop. In reporting, as much detail should be given as possible (dates, times, descriptions, verbatim conversation), distinguishing between fact and opinion, first-hand observation and hearsay.
    - Members of a congregation involved in reporting suspected abuse should cooperate fully with any investigation by local authorities.
    - The pastoral care of the child and suspected abuser should remain a paramount consideration of the congregation.
    - For appropriate responses to make at a congregational level, refer to Section VII “Trauma Debriefing”, of the Guidelines for Preventing and Responding to Sexual Misconduct.

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## Appendix

In addition to the resources listed at the end of the Guidelines for Preventing and Responding to Sexual Misconduct, the following resources may be helpful in addressing issues of child protection:

### Training courses

The American Red Cross Community First Aid and Safety Certificate: 9 hours.

The St. John's Ambulance Association First Aid training course: 12 hours.

The American Red Cross Baby-sitting Certificate

### Agencies

Christian Survivors of Sexual Abuse (CSSA)

BM-CSSA, London, Wc1N 3XX, United Kingdom

Churches' Child Protection Advisory Service

PCCA Christian Child Care, P.O. Box 133, Swanley, Kent BR8 7UQ, United Kingdom. Helpline: + 44 (0) 1322 66 00 11

### Publications

*Safe from Harm: A Code of Practice*. London: Publications Unit, Room 1024, The Home Office, 50 Queen Anne's Gate, London, SW1H 9AT, United Kingdom

Hilary Cashman. *Christianity and Child Sexual Abuse*. London, SPCK.

Patrick Parkinson. *Child Sexual Abuse and the Churches*. Hodder and Stoughton

*Kidscape* (material on helping children protect themselves). World Trade Center. Europe House, London E1 9AA, United Kingdom.

### Annex

The forms referred to in this document are provided in the following pages. They are also available as separate Word documents on the Convocation website: [www.tec-europe.org](http://www.tec-europe.org) or by writing the Convocation Office: [office@tec-europe.org](mailto:office@tec-europe.org) .

Please note that these forms should be completed and adapted for the particular parish and situation for which they are used.

Form I – (page 1 of 2)

**THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE**

**Registration form for children’s activities**

*For all children participating in church activities.*

Name of congregation: \_\_\_\_\_

Group(s) in which the child will participate: \_\_\_\_\_

\_\_\_\_\_

**A. Child’s information**

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

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

\_\_\_\_\_

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

Date of birth: \_\_\_\_\_

Year in school: \_\_\_\_\_ School: \_\_\_\_\_

Any special medical concerns (allergies, medications, conditions): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pediatrician: \_\_\_\_\_

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

Emergency contact name: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Form I – (page 2 of 2)

**B. Family information**

Mother's / guardian's name: \_\_\_\_\_

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

\_\_\_\_\_

Home telephone: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Father's / guardian's name: \_\_\_\_\_

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

\_\_\_\_\_

Home telephone: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

I hereby give my consent to my child's participation in the above-named activities.

*Please indicate:*

Parent

Guardian

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

Signed: \_\_\_\_\_

Form II – (page 1 of 2)

**THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE**

**Parental consent form**

*Required for all off-site or overnight activities.*

I give permission for my son / daughter / ward (*circle one*),

\_\_\_\_\_ (name)

to attend \_\_\_\_\_ (event)

in the charge of \_\_\_\_\_ (leader)

on the day(s) of \_\_\_\_\_ (date),

and to take part in any special activities. In the event of illness, injury or other emergency, I understand that every effort will be made to contact me. If time is of the essence, or if I cannot be reached, I hereby give the person(s) named above permission to act on my behalf to secure medical treatment as necessary, including, but not limited to: medical attentions, anesthesia, surgery and hospitalization, as the attending nurse or physician may prescribe. I understand that it is my responsibility to pay for any medical services which my child may receive while attending this event. I absolve and hold harmless the Convocation of American Churches in Europe and its designated youth leaders and representatives from any liability in acting on my behalf in this regard as long as they are not grossly negligent.

Medical Information:

Please answer the following questions, and give additional details to any question answered “Yes” on the reverse side of the page.

1. Does the child suffer from any on-going or recurring illness? Yes / No
2. Has the child had any contagious illness or direct contact with any contagious illness within the last four weeks? Yes / No
3. Does he/she take regular medication? Yes / No  
*If yes, please ensure an adequate supply and instructions.*
4. Does he/she have any known allergies (including medications), phobias, or disabilities? Yes / No
5. Has he/she been immunized against Tetanus within the last 10 years? Yes / No
6. Does he/she have any special dietary requirements? Yes / No
7. Is there any personal information of which the organizers should be aware? Yes / No

Form II – (page 2 of 2)

8. In the event of any “homely” medication (e.g. paracetamol, cough mixture, antacid) being required, please state which you will permit to be given:

\_\_\_\_\_

Medical insurance company: \_\_\_\_\_

Policy number: \_\_\_\_\_

Insurance company’s emergency phone number: \_\_\_\_\_

Name of physician: \_\_\_\_\_

Physician’s phone number: \_\_\_\_\_

Parents/guardians (name, address, telephone, mobile) who may be contacted during the event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If not available, alternate contact (name, relation, address, telephone, mobile):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signed: \_\_\_\_\_

*The information contained on this form will remain confidential.*

Form III –

**THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE**

**Community Covenant**

*Required of all participants in youth events.*

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

Event: \_\_\_\_\_

When I attend a youth event Sponsored by the Convocation of American Churches in Europe or one of its congregations, I am electing to enter its community. I will assist the Convocation in ensuring that all youth events create a safe, convivial, welcoming atmosphere free of any conduct that threatens physical, emotional, or sexual harm or abuse. To this end, I pledge to abide by the standards of behavior established by the Convocation as set forth in this Community Covenant:

1. I will remain together with my Youth Group and its Youth Leader at all times.
2. I will notify my Youth Group and/or Leader immediately in the event of any emergency or change in plans.
3. I will follow all reasonable rules and regulations established by my Youth Leader and/or by the Convocation, and/or any convention center or hotel at which we are guests, including curfews.
4. I will behave in a manner that respects the person and property of everyone with whom I come into contact. This includes avoiding hurtful language, physical violence, or physical or sexual contact which may be inappropriate or misunderstood.
5. I will not possess or use illegal drugs at any time, nor consume alcohol (other than at mealtimes, if I am of legal age), nor use tobacco products of any kind.
6. I will not possess or use fireworks, firearms, or any other weapons (including concealed knives).

I have read this Community Covenant. I accept the rules as stated herein and I agree to be bound by them.

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

Signed: \_\_\_\_\_

Form IV – (page 1 of 2)

**THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE**

**Using images of children for single events**

Consent form for \_\_\_\_\_

*(Name of church/Organisation commissioning photography)*

Event \_\_\_\_\_

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

Church child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

Church (*name*) \_\_\_\_\_ would like to take  
photograph(s) / make a

Video/web cam recording of \_\_\_\_\_ (name of  
children)

These images may appear in our printed publications, on our website, or both.  
*(Delete/add as appropriate).*

To comply with the Convocation of American Churches in Europe’s Child Protection  
Guidelines, permission must be granted by the parent/carer before any images of your  
child/children are taken and used.

Please answer questions 1 and 2 below, then sign and date the form where shown.

Please return the completed form to:

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Form IV – (page 2 of 2)

To the parent (*Delete as appropriate*)

3. May we use your child's image in our printed promotional publications? YES/NO
4. May we use your child's image on our website? YES/NO

Please note that websites can be seen throughout the world.

I have read and understood the conditions enumerated below for using these images as detailed on this form.

Signed: \_\_\_\_\_ (parent/adult with parental responsibility)

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

**Conditions of use**

1. This form is valid for \_\_\_\_\_ (*length of time in years*) from the date of signing / \*for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images \*after this time / \*after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as “youth enjoying sport” or “making Christmas decorations”.
6. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group’s swimming activity.
7. When images are no longer used on Websites or other current publications they may be kept for historical records.

- (*\*Please delete the option that does not apply*)
- *NB This form can be adapted to include video if required.*

Form V –

**THE CONVOCTION OF AMERICAN CHURCHES IN EUROPE**

**Using images of children for general church use**

**NAME OF ORGANISATION**

**Parental Consent Form**

**For Use of Images of Children**

I/we,.....the parent(s)/guardian(s) of:

(Child’s full name).....

(Child’s full name).....

(Child’s full name).....

Hereby give **Name of Organization** permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above,

Taken by (name of photographer). .....

On behalf of the **Name of Organization**, on (date).....

At (place).....

For any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training,
- Educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite

Period / expire on (date).....*delete as appropriate*

Signed.....Date.....

Signed.....Date.....

Address.....

.....

Postcode.....

Form VI – (page 1 of 2)

**THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE**

**Personal background and references**

Name of congregation:

The Church takes seriously its responsibilities for the care and nurture of children. We believe that our own congregation should provide children with the highest standard of care and that the experience of growing up in the church community should be safe and enriching.

You have been asked to take part in this nurture. It is a responsible but very fulfilling job, and the congregation will support you in your task. To ensure that our children are looked after as well as possible, the Convocation of American Churches in Europe (of which we are a part) has drawn up guidelines for the health and safety of its children.

You are asked to declare, in accordance with the Convocation policy, whether you have ever been convicted of a criminal offense, and whether you have had a complaint made against you for inappropriate sexual behavior. If for any reason you are unable to make the declaration please discuss it with your minister.

**A. Personal Information and Background**

*Required of all employees and persons working with children.*

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

Maiden or former name: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_

Home telephone: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Passport number: \_\_\_\_\_

Date and place of issue: \_\_\_\_\_

List the name and address of other churches you have attended in the last five years:

List the name and address of your current and previous employer(s):

Form VI – (page 2 of 2)

Have you ever been convicted of a crime? YES ^ NO ~

Has any formal or informal charge, claim or complaint ever been made that you engaged in

*If the answer is yes to either of these questions, please give full details on a separate sheet.*

**B. References**

*Required of all employees, and of volunteers—excepting Sunday School teachers and caretakers in nurseries—working with children.*

Please give the names of two personal references who are not related to you:

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

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

\_\_\_\_\_

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

**Attest statement**

Under penalty of perjury, I swear and affirm that the information given above is true, complete and correct. I understand that a complete background investigation may be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless the Convocation of American Churches in Europe and \_\_\_\_\_

\_\_\_\_\_ (name of congregation), their officers, employees, and volunteers from any and all liability as it relates to any investigation taken by them regarding the information contained in this form, or any action by them as a result of such investigation.

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

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

Witness: \_\_\_\_\_

Supervisory Position/Title: \_\_\_\_\_

Form VII –

***THE CONVOCATION OF AMERICAN CHURCHES IN EUROPE***

**Child Protection Compliance Statement**

*Required of employees, and all volunteers working with children.*

You are asked to read the Guidelines and Procedures for the Care and Protection of Children, which describe good practice with respect to children, and to abide by them. You are also asked to read, complete, and sign the declaration provided below. Please return the completed form to the minister in charge of the congregation who will receive it in confidence and keep it securely:

I, \_\_\_\_\_ (name), hereby

acknowledge that \_\_\_\_\_ (name of congregation) has provided me with a copy of the Guidelines and Procedures for the Care and Protection of Children of the Convocation of American Churches in Europe; that I have read the policy; that I understand its contents; and that I agree to abide by the policy.

I further acknowledge that I have not been convicted of a crime involving child abuse and/or neglect, nor have I had such a conviction expunged.

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

Signature: \_\_\_\_\_