

## **Trinitarian Congregational Church Concord, Massachusetts Safe Church Policy**

### **Mission Statement**

As a community of faith committed to the teachings of Jesus Christ, we strive to be welcome to all and to treat each individual with the love and dignity that God bestows upon each of us. Trinitarian Congregational Church is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation.

Trinitarian Congregational Church has no tolerance for child abuse, child neglect, sexual harassment or sexual misconduct. Trinitarian Congregational Church will take allegations of such behavior seriously and will promptly respond to ensure that a safe environment is maintained in all church activities.

### **Purpose of the Safe Church Policy**

The Safe Church Policy is designed to provide a framework for the operation of the activities and programs of the church in a manner that ensures the physical and emotional safety of all persons.

### **Safe Church Committee**

Composition:

The Safe Church Committee shall be comprised of five members of the congregation, nominated by the Nominating Committee and elected by the congregation from candidates recommended by the clergy.

Responsibilities:

The Safe Church Committee, with the guidance and assistance of the Church Committee, staff and clergy will be responsible for:

- Reviewing the Safe Church Policy and recommending any revisions to the Church Committee;
- Reviewing Safe Church Procedures, approving any changes and coordinating any revisions with the staff, clergy and/or any other persons responsible for implementing the procedures;
- Ensuring the implementation of the Safe Church Policy and Procedures;
- Responding to all allegations of sexual misconduct or sexual harassment alleged to have been committed by or against members of the Trinitarian Congregational Church community at the church or at activities scheduled by the Trinitarian Congregational Church.

Any member of the Trinitarian Congregational Church community who has concerns about the emotional or physical safety of a church community member, either at the church or at activities scheduled by the church, may contact a member of the Safe Church committee.

Approved by Safe Church Committee 9/13/07; amended effective 4/01/18

## **CORI (Criminal Offender Record Check) and National Search Administrator**

The Chair of the Safe Church Committee, or his/her designee, shall serve as the CORI Administrator and National Search Administrator.

## **Screening**

All employees and all volunteers responsible for the chaperoning and/or supervision of children and youth shall require a CORI (Criminal Offender Record Information Check) and National Criminal Background Check. Volunteers shall complete a Volunteer Participation Form and Employees shall complete the Employee Disclosure Form and provide references.

Failure to fully disclose conviction for a crime or the commission of a violent crime, a sex crime, or a crime against children shall be grounds for dismissal.

## **Dissemination of Information**

The Safe Church Committee shall be responsible for establishing standards and procedures to ensure that the congregation is informed about Safe Church policies and made aware of any changes that materially impact the implementation of those policies.

All employees and all volunteers responsible for the chaperoning and/or supervision of children and youth shall agree to abide by the Safe Church Policy and Safe Church Procedures.

## **Training**

All employees and all volunteers responsible for the chaperoning and/or supervision of children and youth shall attend training that includes information regarding the prevention and reporting of child abuse and the maintenance of a safe church environment.

## **Supervision of Children and Youth**

Adequate supervision of children and youth shall be provided at all church sponsored activities, classes and programs.

## **Response Policy**

The Safe Church Committee shall respond promptly to all allegations sexual harassment or sexual misconduct and will have an established policy and protocol to ensure the safety of the alleged victims and other members of the church community.

Failure to comply with the Safe Church Policy and Procedures shall result in corrective action and in the case of serious violation, immediate dismissal from employment or volunteer position.

## **Sexual Misconduct and Harassment**

Sexual misconduct and harassment are prohibited. All employees, members, and friends of Trinitarian Congregational Church, are responsible for ensuring that their behavior is free of sexual misconduct and harassment.

## **Child Abuse and Neglect**

Suspensions of child abuse and/or neglect should be reported to the Massachusetts Department of Social Services or to a member of the clergy who shall take appropriate action.

## **Building Security**

The Safe Church Committee shall work with the Church staff and the Property Committee on procedures to ensure the safety and security of the building.

Failure to comply with the Safe Church Policy and/or Safe Church Procedures shall constitute grounds for revoking key privileges for an individual or a group.

### **Names and Phone Numbers of Safe Church Committee Members**

Carolyn Stein, Chairman	978-287-4718
Jeff Campbell	978-369-2763
David Kolstad	978-371-1069
Melissa McMorrow	978-369-1797
Tom Piper	978-369-6713

## **Trinitarian Congregational Church Safe Church Procedures**

### **I. SAFE CHURCH COMMITTEE (The Committee)**

The Nominating Committee shall seek recommendations from the ordained staff for candidates to fill any vacancies on the Safe Church Committee. From this pool, candidates will be selected for election by the congregation at an annual or special congregational meeting.

Vacancies occurring between congregational meetings shall be filled by appointment of clergy-recommended candidates by the Church Council, as presented by the Nominating Committee.

The Committee will include both men and women. Terms shall be for three years, staggered so that two persons are elected every two years and a single vacancy is filled on the third year.

### **II. DOCUMENTS**

The Committee shall maintain current copies of the Safe Church Policy and Safe Church Procedures available for inspection in the Church library, administrative office and Christian Education resource room;

The Committee shall ensure that all confidential documents related to the Policy and Procedures are stored in a locked cabinet, including but not limited to, employment applications, disclosure forms, reference checks, incident reports, reports of suspected child abuse or neglect, and criminal record (CORI) reports.

### **III. REVIEW AND UPDATE**

The Committee shall institute review of the Safe Church Policy and the Safe Church Procedures, as it deems necessary.

### **IV. DISSEMINATION OF INFORMATION**

The Safe Church Policy shall be distributed to the congregation through the newsletter, website and new member packets.

### **V. APPLICATION AND IMPLEMENTATION**

The Safe Church Policy applies to all church activities that take place within the building and on the property of Trinitarian Congregational Church of Concord and at any programs; activities or events scheduled as part of the ministry of Trinitarian Congregational Church that take place off Church property.

### **VI. SCREENING AND TRAINING PROCEDURES**

#### **A. Employees**

All applicants for employment shall go through a regular application procedure that will include the submission of references, a personal interview and completion of a disclosure form (Attachment A). References will be checked and a record retained. Criminal record checks (CORI) and National Criminal Background checks for applicants for employment will be conducted prior to issuing an offer of employment.

## **B. Volunteers**

Volunteers when signing up to teach Church school, chaperone and/or supervise children or youth under the age of eighteen (18) shall complete a disclosure form (Attachment B) as well as a criminal record check request form (CORI) and a National Criminal Background check application. References will be checked, as needed and a record retained.

There will be a six-month waiting period for volunteers new to the community applying to chaperone or supervise activities for children or youth.

## **C. Background Checks**

The appropriate hiring or recruiting committee or individual shall coordinate obtaining the disclosure and CORI request forms and National Criminal Background applications.

When a criminal record report is received, it will be forwarded to the CORI Administrator or National Criminal Background Check Administrator. If a criminal conviction is shown on the record, the Administrator may consult with members of the Safe Church Committee to consider any necessary and appropriate action.

Disclosure forms, request forms and all documents and information pertaining to any relevant CORI or National Criminal Background check findings shall be kept at the church in a locked file with restricted access.

New CORI and National Criminal Background checks will be required every three years.

## **VII. TRAINING**

All employees and volunteers involved in any activity with children or youth shall acknowledge receipt of the Safe Church Policy and Safe Church Procedures; familiarize themselves with the policy and procedures; agree to abide by them; and attend training programs that will include information regarding the recognition, prevention and reporting of child abuse.

All employees and volunteers involved in activity with children or youth shall receive any updates or changes to the Safe Church Policy and Safe Church Procedures and be re-trained in safe church procedures within three years of their initial training.

## **VIII. CHILDREN AND YOUTH**

### **A. Supervision of Children**

No adult will be alone in the Church, or at a Church scheduled activity, with a child/youth that is not his or her own, or a relative, without written permission from the child's parent.

### **B. Classroom**

Under normal conditions, two adults (18yrs or older) will be present to care for and supervise children and youth in each classroom. In some circumstances, when only one teacher can be present in an individual classroom or supervision is being provided by a teen or teens, a door will be left open door to an area where an adult or adults are present.

Snacks are discouraged due to allergies. If provided, they must be nut-free and approved by the CE director.

Teachers should familiarize themselves with the classroom phone system, evacuation procedures and the first aid kits.

### **C. Bathroom**

Persons working with children or youth shall avoid being alone with a child in a bathroom for the purposes of toileting, clean up, the care of illness or injury, or for any other reason.

Whenever possible, persons who accompany a child to the bathroom should remain outside the bathroom while the child is inside.

If a child needs assistance with zipping, buttoning, buckling, cleanup, wiping, etc., two adults will be present, whenever possible.

- Diapering will only be done by the child's parent.

### **D. Behavior and Discipline**

The purpose of discipline with children and youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, cooperation, and the developmental needs of the child. Teachers are encouraged to set high standards for behavior and communicate expectations clearly.

The use of any form of physical punishment is prohibited. If a child's behavior is unacceptable and it does not improve after a warning, the Christian Education Director should be notified and involved. Parents will be notified of a pattern of disruptive behavior.

Children may not be left unattended while church is in service. If not attending church school, they will be asked to remain with their parent.

Parents will be responsible for their children on the church property before and after the church school session or program.

### **E. Health and Safety**

Parents and guardians of each child attending church school will be asked to provide Trinitarian Congregational Church with a registration form that describes all the child's relevant behavioral and medical conditions (including allergies), special needs and special accommodations required for participation in church school.

Children who have had vomiting or a fever of 100 degrees or more or any contagious disease in the preceding 24 hours should not attend Church school.

All children in grades K and under will be picked up promptly at the conclusion of the service at their classrooms, by a parent unless other arrangements have been made with the teachers.

Unless parents are instructed to meet their children in the classroom or other area of the site, children in grades 1 and up will be walked to the parish hall as a group to meet their parent at the conclusion of the church school session.

At the conclusion of class, if possible, teachers will inform parents or guardians about any injuries, cuts, or falls involving their child. Teachers will report all such incidents to the CE

Director or Superintendent. If it is not feasible to inform the parents immediately after class, the CE Director will communicate any relevant information to the parents at home.

## **F. Emergency Procedures**

Emergency evacuation plans are posted in each classroom. In the case of an emergency evacuation, teachers will escort students to the nearest exit and proceed directly to the designated spot where they will take attendance. Parents should not go to their child's classroom but should exit through the closest exit and pick up their children outside on the Walden Street lawn.

## **G. Youth (including Grades 6-12) Activities**

All youth activities will be attended by at least two leaders both of whom will be at least 5 years older than the oldest member of the group- one leader from each gender, when possible. Leaders are responsible for setting the boundaries of appropriate behavior.

There will be no smoking, alcohol use, illegal drug use, or sexual activity at any youth event.

Youth are expected to be respectful of other persons and of property; to participate in all group activities; to work together to accomplish group goals; and help with routine chores.

Expectations for appropriate conduct may be communicated verbally and/or in writing.

Youth who have reached the age of 18 are expected to abide by the same rules (with regard to parental consent forms, etc.) as other members of youth group.

Youth leaders, staff and volunteers may not initiate, encourage, or engage in sexual contact with youth or allow inappropriate contact between the youth.

Youth Groups are group ministries. All participants are expected to remain with the group throughout the activity. No pairing or otherwise separating off from the group to other parts of the building or grounds is permitted except with the permission of a group leader.

## **H. Parental Consent**

Signed, written consent of a parent or guardian will be obtained to enable youth to attend overnight events at the church or activities or programs away from the Church.  
(Attachments C and D)

## **I. Overnight Activities**

Transportation, lodging and activities taking place during overnight events will be reviewed in advance by the clergy or Youth Group Leader. All adult chaperones supervising overnight stays of youth, whether in the Church or outside the Church, will be subject to the screening requirements of those working with children and youth under the age of 18.

There will be at least three chaperones present during overnight activities, whenever possible. There will be at least one chaperone from each gender supervising mixed gender groups. At least one adult male will dorm with boys and one adult female will

dorm with girls, if possible. If circumstances require that boys and girls sleep in one area, adult leaders will maintain and oversee appropriate behavior.

There will be a suggested ratio of one chaperone for every six youth attending an overnight event. For overnight events longer than a weekend, a ratio of one chaperone for every seven youth is recommended.

Youth participating in a Mission Trip are expected to sign a covenant that includes a code of conduct.

## **J. Transportation**

Staff, youth leaders, teachers and assistants may not transport children or youth between church and home, without the consent of a parent or guardian.

All vehicles used to transport children and youth to field trips, activities or other events will be properly insured.

All vehicles used for field trips, activities or other events will include properly working seatbelts to accommodate one youth per seatbelt. No child under the age of 12 will be seated in the front seat of a vehicle, unless their parent is the driver.

All drivers of vehicles used for field trips, activities or other events will be a minimum age of 21 and will have at least 3 years driving experience. Drivers will submit copies of their valid driver's license, vehicle registration, and a Vehicle Operator's Application. (Attachment E)

Drivers should not use cellular phones while driving, except as necessary in emergency situations or if needed to communicate with other leaders or parents.

## **K. Activity dismissal for all children and youth related activities**

At the close of a youth activity or a meeting at which youth are in attendance, no child or youth under the age of eighteen (18) may remain alone with only one adult. Two adults must be present at all times if any one child or youth under the age of eighteen (18) are on Church premises or grounds.

Parents will respect concluding times and arrange to pick up children and youth accordingly.

# **IX. CONCERNS ABOUT CHILD ABUSE AND NEGLECT**

## **A. Response**

When the abuse or neglect of a child is suspected, the foremost priority is to ensure the safety of the child. If necessary, remove the child from immediate danger; take care of any injured person; and obtain any necessary medical attention as soon as possible. Seek professional care or call an ambulance if necessary.

## **B. Observe and Record**

Anyone present should carefully observe and record any indications of an injury or causes for concern.

## **C. Report**



If it is determined that there is reasonable cause to believe that child abuse or neglect has occurred, Massachusetts law mandates that the Department of Social Services (DSS) be notified.

If the person who witnesses or suspects that child abuse or neglect has occurred is a mandated reporter (see Definitions) he or she shall notify DSS as soon as possible by calling the DSS area office and by mailing or faxing a written report (Attachment G) within 48 hours of making the verbal report. Persons needing to file a report shall consult DSS guidelines for further information and procedures.

If the person who witnesses or suspects child abuse or neglect is *not* a mandated reporter, he or she may: 1) Report the allegations directly to DSS, or 2) Report the concern to a member of the clergy, who shall take appropriate action.

## **X. CONCERNS ABOUT SEXUAL MISCONDUCT AND HARASSMENT**

### **A. Reporting**

Options taken in addressing incidents of alleged sexual harassment and misconduct include:

**Informal Response:** If the concern does not involve a child, the person reporting a concern may attempt to resolve the matter directly with the person accused or informally with the assistance of a complainant's supervisor, a member of the Safe Church Committee or a member of the clergy.

**Formal Proceedings:** If the concern involves a child or if an informal resolution of the concern or complaint does not seem wise, appropriate, possible, or does not succeed, formal proceedings shall be instituted. A Safe Church Incident Report shall be completed and submitted to the Safe Church Committee. (Attachments G and H)

Any person who brings a concern or complaint forward, or who assists in the investigation of such a report, will not be adversely affected in terms and conditions of employment, Church membership or employment, or otherwise discriminated against or discharged.

### **B. Response**

Formal proceedings shall include the following steps:

The Safe Church Committee will gather statements or other information from individuals involved in the alleged harassment or misconduct or other incident of concern, and from others who may have pertinent information.

The Safe Church Committee will make determinations and take appropriate actions. These may include:

Finding that no sexual harassment or misconduct or other infraction of policies have occurred. This may require formal notification of those who had a "need to know" and thus were previously notified of the concern and investigation.

Finding that sexual harassment or misconduct or other infraction of policies has occurred, The Safe Church Committee will present their findings to the supervisor, the appropriate body of the Church, or staff who shall take action in conjunction with The Safe Church Committee.

Such action may include one or more of the following:

Formal reprimand with defined expectations for changed behavior, with possible public notification;

Recommending or requiring a program of growth that may include education or counseling;

Probation, with terms of the probation clearly defined;

Dismissal from employment or volunteer leadership position; or, in extreme cases, affiliation with or membership in the Church, or following any other policies that are spelled out in Church policies, bylaws, etc.

### **C. Documentation**

A written summary of the Safe Church Committee proceedings, determinations and actions taken in such cases shall be maintained in a locked file.

### **D. Appeal**

If the person bringing the concern or complaint, or the accused person, is not satisfied with the disposition of the matter by the supervisory body, he or she has the right to appeal to the Moderator of the Church, who shall refer the matter to the Church Committee for resolution.

## **XI. BUILDING SAFETY, SECURITY AND USE**

### **A. Building Security**

The Property Committee is charged with the responsibility to implement policies and procedures for a safe Church as regards building security including:

**Distribution of keys:** The Property Committee is charged with the responsibility of determining the need to assign keys, to whom keys will be issued, and the length of time to hold a key.

**Key Receipt Form:** All key holders shall complete a key receipt form (attachment I).

Reasons for requesting that a key be returned include:

Failure to comply with the policies and procedures for a safe church

Loaning a key to another person

Duplicating the key

Other reasons and conditions the Property Committee may deem necessary.

### **B. Building Safety**

The Property Committee is charged with the responsibility to implement policies for a safe church as regards building safety including:

#### **First aid supplies and fire extinguishers**

Maintain posted floor plans indicating where exits, fire extinguishers, first aid kits, fire pull stations, and telephones with emergency numbers are located.

#### **Periodic safety review of facilities**

Establish an evacuation plan and communicate the plan periodically to the congregation.

Maintenance of safe diapering stations.

### **Insurance**

The Finance Committee and Property Committee shall periodically review insurance policies.



**Attachment A**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**EMPLOYEE DISCLOSURE FORM**

**CONFIDENTIAL**

This form is to be completed by all applicants for employment.

Name: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Have you ever been convicted of, pleaded guilty to or pleaded no contest to a felony?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse, or child abuse ever resulted in a judgment being entered against you, been settled out of court or been dismissed because the statute of limitations expired?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated in your employment or service in a volunteer position or had your employment terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse or child abuse?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit 3 references:

References should be from unrelated persons; preferably from institutions or situations where the individual has worked or volunteered that involved contact with minors; such as pre-school; school; scouts; church, sports.

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant's Statement

The information contained in this disclosure form is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by the Safe Church Policy and Safe Church Procedures of the Trinitarian Congregational Church of Concord.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Attachment B**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**VOLUNTEER PARTICIPATION FORM**

**CONFIDENTIAL**

This form is to be completed by all applicants for any volunteer position involving the supervision or care of minors. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name: \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

Have you ever been convicted of, pleaded guilty to or pleaded no contest to a felony?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse, or child abuse ever resulted in a judgment being entered against you, been settled out of court or been dismissed because the statute of limitations expired?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated in your employment or service in a volunteer position or had your employment or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse or child abuse?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Participation Form -Confidential - Page two

**Church history and prior youth work**

How long have you been attending this church? \_\_\_\_\_

Name of any other church where you are a member

Name of Church: \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone \_\_\_\_\_

**Submit 3 references**

References should be from unrelated persons; preferably from institutions or situations where the individual has worked or volunteered that involved contact with minors; such as pre-school; school; scouts; church; sports.

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

Organization: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Organization: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Organization: \_\_\_\_\_

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

Email: \_\_\_\_\_

Applicant's Statement

The information contained in this disclosure form is correct to the best of my knowledge. I authorize any references or churches listed in this form to give Trinitarian Congregational Church of Concord any information (including opinions) that they may have regarding my character and fitness for work with children or youth.

Should my application be accepted, I agree to be bound by the Safe Church Policy and Safe Church Procedures of the Trinitarian Congregational Church of Concord. I further state that I have carefully read the foregoing release, understand its contents and sign it as my free act and deed.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Attachment C**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**Off-site and/or Overnight Event  
Permission & Medical Release Form**

\_\_\_\_\_ (child) has my permission to participate and I hereby agree to hold harmless the Trinitarian Congregational Church and its agents and employees from any claim for personal injury or loss of life or property arising from participation in \_\_\_\_\_ (name of event) at \_\_\_\_\_ (location of event) on \_\_\_\_\_ (dates of event).

While I understand that the Trinitarian Congregational Church will take every precaution for safety, I realize that accidents do sometimes happen. I hereby release Trinitarian Congregational Church, its staff and its volunteers from any liability should an accident occur.

If transportation is required, I understand that it will be provided by commercial bus and driver; by rental van or in private vehicles with volunteer drivers ages 21 years or older.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Emergency Contact Information**

Parent/Guardian (print name) \_\_\_\_\_ Phone \_\_\_\_\_  
Parent/Guardian (print name) \_\_\_\_\_ Phone \_\_\_\_\_

Name of responsible person to call in case we are unable to reach you:  
Emergency contact (print name) \_\_\_\_\_ Phone \_\_\_\_\_

**Child's Medical Information**

Do chaperones have permission to secure emergency medical care? \_\_\_\_\_

Health insurance provider: \_\_\_\_\_

Child's health insurance member number: \_\_\_\_\_

Any specific medical issues / allergies to be aware of: \_\_\_\_\_

Medication to be used or to be avoided: \_\_\_\_\_

Medications currently being taken: \_\_\_\_\_





**Attachment D**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**Senior High Mission Trip**  
**Permission & Medical Release Form**

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Emergency Contact Information**

Parent/Guardian (print name) \_\_\_\_\_ Phone \_\_\_\_\_  
Parent/Guardian (print name) \_\_\_\_\_ Phone \_\_\_\_\_

Name of responsible person to call in case we are unable to reach you:  
Emergency contact (print name) \_\_\_\_\_ Phone \_\_\_\_\_

If parents/guardians will be out of town (dates of the Mission Trip), let us know how we can reach you  
\_\_\_\_\_

**Youth's Medical Information**

Health insurance provider \_\_\_\_\_  
Health insurance member number \_\_\_\_\_

**Health History** (please check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Frequent Colds      | <input type="checkbox"/> Asthma                     | <input type="checkbox"/> Psychological Condition |
| <input type="checkbox"/> Seizure Disorder    | <input type="checkbox"/> Vision/hearing             | <input type="checkbox"/> Emotional/Behavioral    |
| <input type="checkbox"/> Physical disability | <input type="checkbox"/> Sleep Disturbance          | <input type="checkbox"/> Allergies               |
| <input type="checkbox"/> Stomach upsets      | <input type="checkbox"/> Motion Sickness/impairment | <input type="checkbox"/> Other                   |
| <input type="checkbox"/> Diabetes            |   |  |
| <input type="checkbox"/> Appliances          |   |  |

If any of the above is checked, please give relevant details  
\_\_\_\_\_  
\_\_\_\_\_



Date of last Tetanus shot \_\_\_\_\_

Is your child taking a prescription or non-prescription medication(s)?  Yes  No

Medication \_\_\_\_\_

Dose and Frequency \_\_\_\_\_

Medication \_\_\_\_\_

Dose and Frequency \_\_\_\_\_

Medication \_\_\_\_\_

Dose and Frequency \_\_\_\_\_

Any specific medical issues/allergies that chaperones should be aware of \_\_\_\_\_

I give permission for the following medications to be administered without prior approval should the need arise

Tylenol  Yes  No

Ibuprofen  Yes  No

Medication to be AVOIDED \_\_\_\_\_

**Statement of Consent**

\_\_\_\_\_ (name of youth) has my permission to participate and I hereby agree to hold harmless the Trinitarian Congregational Church and its agents and employees from any claim for personal injury or loss of life or property arising from participation in the Senior High Mission Trip to (place, dates of trip) .

While I understand that the Trinitarian Congregational Church will take every precaution for safety, I realize that accidents do sometimes happen. I hereby release Trinitarian Congregational Church, its staff and its volunteers from any liability should an accident occur.

I, the undersigned, parent/legal guardian of \_\_\_\_\_, do hereby consent to any x-ray exam, anesthetic, medical diagnosis or treatment and hospital services that may be rendered to said minor, under the general or specific instructions of \_\_\_\_\_ (youth's physician) or, if unavailable, two on-call physicians at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who are responsible for my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

This consent pertains to the dates listed above and will remain in effect in case of unforeseen travel delays.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**Attachment E**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**VEHICLE OPERATOR APPLICATION**  
**(Confidential)**

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Street Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you possess a valid driver's license? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Please check all of the following statements that are correct

- The owner of the vehicle has liability insurance of at least \$100,000/\$300,000 which is effective even if the driver is other than the owner
- The owner of the vehicle has a valid registration
- The vehicle has a current inspection sticker
- The vehicle is equipped with functioning seatbelts

Please check any of the following statements that are true

- I have received citations for traffic violations (other than parking) within the past 5 years
- I have been convicted of a traffic-related crime, including vehicular homicide, driving to endanger, or reckless endangerment.
- I have had my driver's license suspended or revoked within the last ten years.

If you checked any of the above 3, please explain below

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Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please attach photocopies of your vehicle registration and driver's license.**



**Attachment G**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**SAFE CHURCH INCIDENT REPORT - INCIDENT INVOLVING A MINOR**

Please type or print this report in ink. Complete as much information as possible.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Age \_\_\_\_\_  Male  Female

Name of Parent/Guardian \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell /Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

Name of Reporter \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell /Work Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Relationship of Reporter to Trinitarian Congregational Church:  Parishioner  Staff  
If staff, list position \_\_\_\_\_

What is the nature and extent of the abuse, injury or accident?  
Include specifics such as date, time & location.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the circumstances under which the reporter became aware of the incident?  
Please include witnesses if applicable.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Attachment H**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**SAFE CHURCH INCIDENT REPORT - INCIDENT NOT INVOLVING A MINOR**

Please type or print this report in ink. Complete as much information as possible.

Name of Alleged Victim \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell /Work Phone \_\_\_\_\_  
 Male  Female

Relationship of Alleged Victim to Trinitarian Congregational Church:  Parishioner  Staff  
If staff, list position \_\_\_\_\_

Name of Perpetrator \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell /Work Phone \_\_\_\_\_  
 Male  Female

Relationship of Perpetrator to Trinitarian Congregational Church:  Parishioner  Staff  
If staff, list position \_\_\_\_\_

Name of Reporter \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell /Work Phone \_\_\_\_\_  
Relationship of Reporter to Trinitarian Congregational Church:  Parishioner  Staff  
If staff, list position \_\_\_\_\_

What is the nature and extent of the abuse, injury or accident?  
Include specifics such as date, time & location.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the circumstances under which the reporter became aware of the incident?  
Please include witnesses if applicable.  
\_\_\_\_\_  
\_\_\_\_\_





**Attachment I**

**TRINITARIAN CONGREGATIONAL CHURCH**  
54 Walden Street, Concord, MA 01742 (978) 369-4837

**KEY RECEIPT FORM**

I am receiving a key for the Trinitarian Congregational Church, Concord, MA for the following purposes:

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Please check each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by the Trinitarian Congregational Church, Concord, MA:

- I acknowledge receipt of key # \_\_\_\_\_
- I will not lend this key to anyone else.
- I will not duplicate this key for any reason.
- I will not tag or otherwise identify this key as providing access to the Trinitarian Congregational Church.
- I will be entirely responsible for the security of this key and I will return it when I no longer have need of it for the above-named purpose or when the Business Manager of the church requests its return.
- I will lock the door(s) when my event/meeting /use is over.
- I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder.

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Print Name \_\_\_\_\_ Phone \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of TriCon Church Representative \_\_\_\_\_ Date \_\_\_\_\_

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**This section to be completed by church volunteers and staff only**

- I have received a copy of the Safe Church Policy and will familiarize myself with it and abide by the procedures outlined it



**Attachment J**

GENERAL LAWS OF MASSACHUSETTS

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**CHAPTER 119. PROTECTION AND CARE OF CHILDREN, AND PROCEEDINGS AGAINST THEM**

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**PROTECTION OF CHILDREN**

**Chapter 119: Section 51A Injured children; reports**

Section 51A. Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, optometrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker or any person paid to care for or work with a child in any public or private facility, or home or program funded by the commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resource and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, licenser of the office of child care services or any successor agency, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist, and clinical social worker, priest, rabbi, clergy member, ordained or licensed minister, leader of any church or religious body, accredited Christian Science practitioner, person performing official duties on behalf of a church or religious body that are recognized as the duties of a priest, rabbi, clergy, ordained or licensed minister, leader of any church or religious body, or accredited Christian Science practitioner, or person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis, who, in his professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section.

Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photographs or copies thereof shall be sent to the department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment, or neglect; the circumstances under which the person required to report first became aware of the child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefor; and such other information as shall be required by the department.

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the department and to the district attorney for the county in which such death occurred and to the medical examiners as required by section six of chapter thirty-eight. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, however, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the department or the district attorney may have perpetrated or inflicted said abuse or cause said neglect, may be liable in a civil or criminal action.

No employer of those persons required to report pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Within sixty days of the receipt of a report by the department from any person required to report, the department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the department intends to provide to the child or his family.

Any privilege established by sections one hundred and thirty-five A and one hundred and thirty-five B of chapter one hundred and twelve or by sections 20A and 20B of chapter two hundred and thirty-three, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section twenty-four.

Notwithstanding section 20A of chapter 233, a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner shall report all cases of abuse under this section, but need not report information solely gained in a confession or similarly confidential communication in other religious faiths. Nothing in the general laws shall modify or limit the duty of a priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner to report a reasonable cause that a child is being injured as set forth in this section when the priest, rabbi, clergy member, ordained or licensed minister, leader of a church or religious body or accredited Christian Science practitioner is acting in some other capacity that would otherwise make him a reporter.

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