



**HILLCREST**  
**CHURCH**

Servant Leader Protection  
and  
Child Abuse Prevention  
Policies & Procedures

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## Purpose

It is the desire of the leadership and staff of Hillcrest Baptist Church to provide a safe and secure environment for preschoolers, children, youth and special needs persons entrusted to our care. A safe and secure environment includes a formal, written policy. This policy is for the protection of our entire church family at Hillcrest. We do this to encourage families to grow in their relationship with God and others.

## Scope

This policy applies to current and future workers, compensated and/or volunteers, who have the responsibility of supervising the activities of preschoolers, children, youth, and special needs individuals.

## Definitions

For this document the following definitions apply:

1. “Preschoolers,” “child,” “children,” “youth,” and “minor” are individuals under the age of eighteen (18) years of age or whose mental capacity is that of a minor.
2. “Adults” are individuals at least eighteen (18) years of age and not in high school.
3. “Approved Adult Volunteers” are any paid/unpaid persons whose service is identified on an established volunteer list and given the responsibility of working with or caring for minors.
4. “Approved Junior Workers” are any workers at least thirteen (13) years old or older, but under the age of eighteen (18), enlisted to assist an adult with the care of minors and identified on an established volunteer list. Individuals younger than 13 years old may be approved by the Christian Education Board to help in ministries as junior workers.
5. “Boundary violations” are touch that is uncomfortable or excessive, speaking in a sexual way, showing sexual media, asking that a secret be kept, isolated or private interactions and gifts or privileges that are exclusive, excessive or kept private.
6. “Child Abuse” is verbal, physical, emotional or sexual mistreatment of a preschooler, child, youth or limited capacity minor.
  - Child abuse may be violent or non-violent. All child abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action. The abuser may be an adult, an adolescent or another minor.
  - Child sexual abuse is the sexual exploitation of a child by a parent, relative, caretaker, paid staff, volunteer or other person such as exhibitionism to fondling, intercourse, use of child in the production of pornographic materials or permits or encourages such child to engage in acts or conduct which constitute position or a sexual performance.
  - Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially or developmentally ready.
  - Child sexual abuse includes behaviors that involve touching and non-touching aspects.
7. “Criminal Background Check” is the procedure used by a qualified agency to check the background of adult volunteers for criminal activity.

## Worker Enlistment

1. Employees of Hillcrest Baptist Church working with minors are required to complete application forms. Prior to employment of potential employees' references checked.
2. Approved volunteers desiring to work with minors are required to complete screening forms.
3. Paid or volunteer workers that have prior incidents of sexual misconduct or child abuse will not be allowed to serve where they would have contact with minors.
4. Criminal background checks are performed on applicants for a paid position after the applicant has signed the authorization/waiver/indemnity form and prior to being employed. The church may conduct a criminal background check and reserves the right to perform annual criminal background checks at random on existing volunteers as deemed necessary by the Christian Education (CE) Team or a member of the church's professional staff. A state-wide sexual offender search will be conducted on church volunteers working with preschoolers, children, youth or special needs persons.
5. No volunteer can work with minors until they have been a member of the church for a minimum of six (6) months, or a regular attendee for a minimum of one (1) year. This requirement may be waived upon personal reference by a church member and review by the CE Board.
6. Hillcrest Baptist Church requires approved workers to attend training. Hillcrest Baptist Church encourages paid and volunteers to participate in a certified child abuse prevention course such as Darkness to Light's, Stewards of Children course. A copy of the certificate of completion will be kept with the worker's forms on file.
7. At the applicant's request, Hillcrest shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.

## Worker Training

New workers will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. The church encourages and provides periodic education in child abuse prevention to help them gain an appreciation for the reality of the concern. This training will help workers identify child abuse.

## Statement to Applicants

Employees, teachers of minors and regular volunteers of activities or programs for minors at Hillcrest Baptist Church are required to complete an Approved Worker Screening Form. This provides protection for workers and children. The security of our children outweighs any perceived personal invasion inherent with such investigation and disclosures. Personal information, voluntarily disclosed, the results of a background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in confidence.

Whether disclosed voluntarily or by result of the background checks, the following items will disqualify a person from working with minors:

Conviction or self-report for:

- ▶ Criminal homicide
- ▶ Aggravated assault
- ▶ Sexual abuse
- ▶ Sexual assault (rape)
- ▶ Aggravated sexual assault
- ▶ Injury to a child
- ▶ Incest
- ▶ Indecency with a child
- ▶ Inducing sexual conduct or sexual performance of a child
- ▶ Possession or promotion of child pornography
- ▶ The sale, distribution, or display of harmful material to a minor
- ▶ Employment harmful to children
- ▶ Abandonment or endangerment of a child
- ▶ Kidnapping or unlawful restraint
- ▶ Public lewdness or indecent exposure
- ▶ Enticing a child

Pertinent charges or convictions for other crimes not listed above will result in a review by the CE Board prior to the worker participating in the leadership or supervision of any activities or programs with minors. Other criminal convictions may not disqualify the person because such convictions would not necessarily suggest a risk to minors. These would include such things as property offenses, particularly if the offense occurred long ago and the individual has a significant history of impeccable behavior.

## Supervision Standards

1. The church will minimize the occurrence of an adult left alone with one child and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children depending on the ages and activity.
2. Workers and staff will avoid transporting students alone. Either a group of children/youth and/or (preferably) another adult should accompany the driver. If this is impossible or if exceptional circumstances exist which require one adult to transport a student alone, the adult will, if possible, gain approval from the child's parent or guardian or notify another staff member at departure and again at arrival. Youth will need notarized permission to participate in dangerous and off campus activities.
3. Church staff and volunteer directors will supervise, on an ongoing basis, and make unannounced visits into classes or other program sites to ensure compliance with policy.
4. An identification tag system shall be adopted for the protection of our children so that the adults who drop off a child are the same adults who pick up the child, or any adult with said ID tag, for children through preschool. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to other adults or to a minor.
5. Standard operating procedure will be to obtain parental permission in advance for involvement in church sponsored programs and activities outside of the church premises.
6. A door without windows will always remain open during children/youth activities.
7. Use of a "check-in/check-out" process for preschool children.
8. Darkness to Light's "Five Steps to Protecting" are in each room where activities or programs for minors are conducted. Incident and accident report forms are in the nursery. Parental consent forms will be stored in the church office.
9. Volunteers, parents and paid workers with minors will be educated as to the church's policies and procedures concerning their supervision.
10. Members of the same family will minimize the occurrence of serving together in the same room. If family members prefer to work together in the same classroom, an unrelated worker should be scheduled.

# Restroom Policy

Children ages Two (2) through Five (5) Years

## Responsibilities of Parents:

Parents should “toilet” their children immediately prior to a scheduled church activity.

### 1. Not Toilet Trained

Parents must give Parental Consent and Release for a worker to change the diaper of their child.

### 2. Toilet Trained

Parents must give Parental Consent and Release for workers to escort the child to the restroom

## Responsibilities of Workers:

- 1) A child is escorted to the restroom only upon his/her request or if the child shows obvious signs of needing to use a bath restroom room. When possible, a “restroom break” may be considered allowing several children to go to the restroom at the same time.
- 2) When a child is being escorted to the restroom, the class must be supervised by the other qualified worker(s).
- 3) Spend as little time as possible in the restroom.
- 4) The worker escorting the child is not to enter the child’s stall unless necessary. When modesty permits, the worker should stand in the hall or at the hall door entrance with the door ajar. Children should be encouraged to help themselves.
- 5) If the child requests a worker’s help in the stall, the worker should explain to the child how to help himself/herself. If the worker’s help is essential, the worker should avoid direct contact with the child, and keep the stall door open. Use the “hand-over-hand” wiping method. This technique enables the worker to place his/her hands over the child’s hands in helping with fastening clothes, wiping skin. The parent(s) should then be informed that extra help is needed at home teaching the child to use the facilities independently.
- 6) Both worker and child should wash their hands thoroughly before and after toileting.
- 7) Worker and child(ren) should return promptly to the classroom.

## Diaper Changing Policy

1. A parent should diaper his/her own child if the child is in the obvious need of a diaper change upon arrival in the nursery.
2. Parents will provide permission for diaper changing care.
3. Workers will wash hands before and after each change.
4. Workers will use a fresh pair of sanitary gloves for each diaper change. This is optional for parents diapering their own child.
5. An appropriate disinfectant will be used to wipe the changing area before and after each change or a disposable changing pad will be used and discarded after use.
6. Sanitary gloves should be removed and discarded in the diaper pail with care so that any potential contamination is contained.
7. Baby's bottom will be cleaned with provided diaper wipes.
8. A baby is not to be left unattended in the changing area.
9. Disposable diapers will be discarded in the covered/lined diaper pail in the nursery (not in a waste basket).
10. Soiled cloth diapers (supplied by parents) will be placed in and sealed in a plastic bag for parents to pick up for their home laundering.
11. Parents are asked to supply/replenish disposal diapers used for their child in the nursery.

## Child Abuse Prevention Reporting

A person believing that a child's physical, mental health or welfare has been or may be adversely affected by abuse or neglect will report in accordance with this policy. Non-accusatory reports (reports that identify the victim of abuse or neglect whether the person responsible for the abuse or neglect is known) shall be made by calling 911 and the state Central Registry at 800-342-3720.

The care and safety of a victim is given priority. The victim and the victim's family will be supported in a situation appropriate manner.

1. Hillcrest Baptist Church will fully comply with the child abuse report statutes of the State of New York.
  - a) Under state law preschool teachers/staff are required to report incidences of child abuse to Child Protective Services (CPS).
  - b) Hillcrest requires members of its pastoral staff to report incidences of child abuse to CPS.
2. A member of the pastoral staff will contact our insurance company to report the occurrence.
3. In instances where child abuse is suspected and a member of the ministerial staff is the perpetrator, the immediate supervisor will be advised.
4. Upon disclosure, discovery or suspicion of an instance of child abuse, the following steps should be taken:
  - a) Treat the information seriously. Disclosure of sexual abuse is a significant step in protecting a child.
  - b) Report to the following:
    - i) If a worker with minors has reasonable cause to suspect a case of child abuse, he or she is required by law to report this suspicion within 24 hours to the New York State Central Registry at 800-342-3720. Complete a New York State form DSS-221 "Report of Suspected Child Abuse or Maltreatment." It is the policy of Hillcrest Baptist Church that it be reported to one of the pastoral staff.
    - ii) Information concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and pastoral staff members. The name and address of the person responsible for the care of the child will be obtained.
  - c) The pastoral staff will maintain confidentiality of an investigation as much as possible. There will be no retribution upon the person who reports. Emphasize confidentiality of the victim and any accused.
  - d) Hillcrest's pastoral staff members will cooperate fully with law enforcement officials and CPS.
  - e) Suspend any suspected person(s) from the performance of duties involving children until the investigation has been completed.

- f) In instances where child abuse is discovered or suspected, the church should suspend the worker from the position. Member termination should be considered, as appropriate in the circumstances.
  - g) In instances where the evidence is inconclusive or unfounded, the pastoral staff must act depending on the strength of the evidence available and after consideration of the victim's family's request. A trust policy will be put into place which may include re-education, counseling, and/or the establishment of an accountability team.
  - h) Keep the church leadership informed of the investigation with respect to matters which are not confidential, so that the congregation can be informed as appropriate about the investigation from within the church rather than from the news media.
- 6) A member of the pastoral staff will notify the parents and/or legal guardians of the report and the steps that have been taken after consulting with the investigating authorities.
- 7) A member of the pastoral staff will promptly take steps to plan for a response to the media. One person should speak for the church to relay to the public the church's position on child abuse, its concern for the victim, and the extensive steps the church takes to address the present occurrence, to reduce the risk and provide a safe environment for other children.

To process your application, we ask that you carefully read and complete the necessary forms. (Refer to Table of Contents for page numbers)

## Applying as Worker

If you are an applying adult worker, please complete:

- Background Investigation Consent
- Criminal Records Check
- Adult Worker Code of Ethics and Rules
- Screening Adult Workers
- Reference Contact Form\*

If you are an applying junior worker, please complete:

- Junior Worker Code of Ethics and Rules
- Screening Form for Junior Workers
- Reference Contact Form\*

\*Same form for adults and junior workers

## Background Investigation Consent Hillcrest Church

I, \_\_\_\_\_ (applicant's complete name), authorize Hillcrest Baptist Church and/or its agents to investigate of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining information, which may be material to my qualifications for work and if applicable, during the tenure of my work with Hillcrest.

I release Hillcrest Baptist Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from all liabilities, claims or lawsuits regarding the information obtained from the above referenced sources used.

The following is legal name, the information is true and correct to the best of my knowledge.

---

Full name (printed)

---

Maiden name or other names used

---

Present street address

How long?

---

City/State

Zip

---

Former street address

How long?

---

City/State

Zip

---

Signature

---

Date



# Adult Worker Code of Ethics Hillcrest Church

As an approved worker, I will:

- Treat people with respect, patience, integrity and consideration.
- Act and react with Christian love and understanding.
- Portray a positive role model for minors by maintaining an attitude of maturity, using redirection, encouragement and positive reinforcement rather than criticism, competition, or comparison when working with children and youth.
- Avoid situations where I am alone with children and/or youth.
- Create situations that are observable and interruptible.
- Use appropriate touch including pats on the back or shoulder, side hugs, handshakes fist bumps and high fives.
- Refrain from giving gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion others.
- Refrain from intimate displays of affection toward other workers.
- Report suspected abuse to a member of the pastoral staff.
- Cooperate fully in investigations of abuse of children or youth.
- Dress modestly and appropriately for the activity.

As an approved worker, I will not:

- Strike, spank, shake or slap.
- Humiliate, ridicule, threaten or degrade.
- Touch in a sexual or other inappropriate manner.
- Possess obscene or pornographic materials at Hillcrest functions.
- Physically neglect including failure to provide adequate supervision at Hillcrest activities.
- Smoke or use tobacco products in the presence of minors.
- Use, possess or be under the influence of alcohol, illegal or illicit drugs.
- Pose a health risk to others including but not limited to contagious disease.
- Use or tolerate the use of profanity, inappropriate jokes or discuss intimate details of one's personal life in the presence of children and/or youth.
- Recreationally use of electronic devices during the time I am working with children and/or youths.

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I understand that as a worker with minors for Hillcrest Baptist Church I may be subject to a background check, including criminal history.

I understand that a violation of this code may be grounds for removal as an approved worker with minors.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

# Screening Adult Workers Hillcrest Church

This form is to be completed for any position involving the supervision, care of minors or the mentally handicapped by a person over the age of 18. This is used to provide a safe and secure environment for the activities and programs of the church. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

Full name (printed) \_\_\_\_\_

ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Identity MUST be confirmed with a driver's license or government issued identification card.)

Current Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

If less than one year: Previous Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Have you ever been arrested for, charged with, under probation for or convicted of either sexual or physical abuse? \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please explain \_\_\_\_\_

If you have been a victim of abuse or molestation as a minor and have never seen a counselor, please know Hillcrest's pastors are available to talk with you.

Non-relational Personal References (3)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long have you attended Hillcrest? \_\_\_\_\_

Church History and Prior Youth/Children's Experience

Dates Attended	Name/Location	Experience
_____	_____	_____
_____	_____	_____

This information is correct to the best of my knowledge. I authorize references to give information, including opinions, regarding my character and ability for work with minors. I understand that in serving as a volunteer or in a paid position for Hillcrest Baptist Church that I am willing to abide by the guidelines set forth in by Hillcrest. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving Hillcrest Baptist Church. I have carefully read this release and sign this as my own free act. This is a legally binding agreement.

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

**Reference Contact Form Hillcrest Church**  
**Record of contact with a reference or church identified by an applicant**  
**(FOR OFFICE USE ONLY)**

Name of Applicant \_\_\_\_\_

Full Name \_\_\_\_\_

Name of reference or church contacted (if a church, identify both the church and person contacted):

\_\_\_\_\_ Date \_\_\_\_\_

Method of contact: Phone \_\_\_\_\_ Letter \_\_\_\_\_ Personal Conversation \_\_\_\_\_

Summarize the reference's remarks concerning the applicant's suitability for work with youth/children.

Possible Questions:

- What is the nature of your relationship with this person and how long have you known him/her?
- How would you describe this person's character?
- What are the strengths and weaknesses of this person, especially regarding work with children?
- What position did this person previously hold with your organization or church? Would you be willing to place him/her back in their previous position?
- Are you aware of any problems that might interfere with this person's ability to work effectively with children or youth?
- Is there a reason that you would not recommend this person for work with children or youth?

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

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

# Junior Worker Code of Ethics Hillcrest Church

The standards listed below are applicable to activities sponsored by Hillcrest Baptist Church whether the activity is on or off church premises. Workers have the right to discern if these behavior standards are being violated. If it is determined that there is a policy violation, the worker will notify the ministry leader and/or the pastor. An incident report should be completed and a plan for modification be implemented.

Children and Youth will:

- Treat people with respect, patience, integrity, and consideration.
- Act and react with Christian love and understanding in all situations.
- Dress modestly (avoiding short shorts and skirts, spaghetti straps, low cut shirts or shirts that expose a bare midriff).
- Use appropriate touch including pats on the back or shoulder, side hugs, handshakes, fist bumps and high fives.
- Refrain from full frontal hugging, touching of personal areas or patting of the buttocks.

Children and Youth will not:

- Smoke or use tobacco products.
- Use, possess, or be under the influence of alcohol, illegal or illicit drugs.
- Use or tolerate the use of profanity, inappropriate jokes or distasteful language, gestures or communication.
- Use or possession of fireworks, firearms and/or any other weapon.
- Use physical violence or force.
- Interfere with the regular course of programming by acting out or disruptive behavior.
- Use sexual innuendo, touch, overtones or make sexual advances.
- Intentionally deface, defile, damage resources or property.
- Use unapproved electronic devices.

---

Junior Signature

---

Date

---

Parent Signature

---

Date

# Screening for Junior Workers Hillcrest Church

This form is to be completed for junior positions (paid or volunteer) involving the supervision or care of minors between the ages of 13-18 years old. This is being used to provide a safe and secure environment for the activities and programs of the church. The applicant waives any right that they may have to inspect any information provided about them in this screening form.

Full name (printed) \_\_\_\_\_  
ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Driver's license or government issued identification card if available.)

Current Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
School Attending \_\_\_\_\_ Grade \_\_\_\_\_

If less than one year:  
Previous Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
School Attending \_\_\_\_\_

Non-relational Personal References (3)

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long have you attended Hillcrest? \_\_\_\_\_

This information is correct to the best of my knowledge. I authorize references to give information, including opinions, regarding my character and ability for work with minors. I understand that in serving as a volunteer or in a paid position for Hillcrest Baptist Church that I am willing to abide by the guidelines set forth in by Hillcrest. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving Hillcrest Baptist Church. I have carefully read this release and sign this as my own free act. This is a legally binding agreement.

\_\_\_\_\_  
Signature of Junior Worker

\_\_\_\_\_  
Date

I do not know of any reason my child should not serve as a Junior Worker with Minors. They do not demonstrate any signs of being a potential risk to the church. I have carefully read the release. This is a legally binding agreement which I have read and understand.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Five Steps to Protecting Our Children Hillcrest Church

Referenced Darkness to Light, [www.D2L.org](http://www.D2L.org)

## **Learn the Facts**

1 in 10 children are sexually abused. Over 90% of them know their abuser.

## **Minimize Opportunity**

Eliminate or reduce isolated, one-on-one situations to decrease risk for abuse.

## **Talk about It**

Anticipate conversations with children about our body safety, and boundaries.

## **Recognize the Signs**

Know the signs of abuse to protect children from further harm.

## **React Responsibly**

Understand how to respond to risky behaviors and suspicions or reports of sexual abuse.

# Incident Report Form Hillcrest Church

Reason for report \_\_\_\_\_

Date of incident \_\_\_\_\_ Person Filing Report: \_\_\_\_\_

Names(s) and Age(s) of Minor(s) \_\_\_\_\_

Quote the child's first words verbatim: \_\_\_\_\_

Briefly describe what signs you've seen in the child: \_\_\_\_\_

Briefly explain what behaviors you've observed in the alleged offender: \_\_\_\_\_

What access does the alleged offender have to the child? \_\_\_\_\_

What action did you take? \_\_\_\_\_

Has the incident been resolved?  yes  no Explain: \_\_\_\_\_

Were there any witnesses?  yes  no Signatures of Witnesses

Report Submitted to: \_\_\_\_\_

# Accident Report Hillcrest Church

Date of Accident \_\_\_\_\_

Location of Accident \_\_\_\_\_

Time of Accident \_\_\_\_\_

Name of injured \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

State exact nature of sustained injury \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First aid rendered \_\_\_\_\_

\_\_\_\_\_

Witnesses to accident \_\_\_\_\_

\_\_\_\_\_

When and how were the parents or guardians notified \_\_\_\_\_

\_\_\_\_\_

Check One Box:  Child... remained at event     Taken to doctor     Taken to hospital

Other \_\_\_\_\_

Method of transportation: \_\_\_\_\_

By whom: \_\_\_\_\_

Other remarks regarding accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Sample Parental Consent Form Hillcrest Church

Introduction: Hillcrest strives to create a safe, secure, nurturing environment. To provide that experience Hillcrest uses the information below. Complete one form per minor.

## Parent/Guardian Information

Complete Name \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Your Cellphone (\_\_\_\_\_) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Adults to Pick Up Child \_\_\_\_\_

## Participant Information

Complete Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YYYY)

If Different Street \_\_\_\_\_

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

School Attending \_\_\_\_\_ Child's Grade \_\_\_\_\_

List Medical Conditions \_\_\_\_\_

List Medications \_\_\_\_\_

List Allergies? \_\_\_\_\_

Check all box(es) attended at Hillcrest.

Awana  MOPS  Discovery Town  VBS  Youth

Other \_\_\_\_\_

(Review back and sign)

# Health Information Hillcrest Church

## Emergency Treatment

In the event of an emergency, parent/guardian will be contacted as soon as possible.

When parent/guardian is not reachable, Hillcrest is authorized to determine medically necessary treatment when advised by a licensed health care professional. I understand I am responsible for medical bills incurred for treatment.

Participant's Health Insurance Provider Name \_\_\_\_\_

Policy Holder Name \_\_\_\_\_

Policy Number \_\_\_\_\_

Primary Physician's Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

## Permission for Restroom Care

Approved Hillcrest volunteers can escort my child to the restroom. If requested, the worker may assist with basic tasks of care and hygiene. This may include the changing of a diaper.

Keeping Current

Regularly check the Hillcrest's Facebook page for current information related to activities for your child.  
Promotion

Hillcrest has permission to use photographs and recordings of your child.

By signing this form, you consent to the statements on this form.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MM/DD/YYYY)