

Appendix C: Forms
POLICY ACKNOWLEDGEMENT FORMS

CHILD PROTECTION POLICY ACKNOWLEDGEMENT
AUTO SAFETY POLICY ACKNOWLEDGEMENT

**Acknowledgement by persons designated to provide transportation to or from church events for
First United Methodist Church of Marlborough:**

Are you at least 21 years old? _____

Do you have a valid driver's license? _____

Driver's License State and Number: _____

Insurance Company Policy Number: _____

As required by First United Methodist Church of Marlborough Child Protection Policy and Procedures, I
acknowledge that I have read the policy will abide by said policy. ✱

Signature of driver _____ Date _____

Print the following:

Full name _____

Address _____

Phone numbers _____

Adequate Supervision during Trips, Overnight Retreats/ Events Away from the Church Site
Church leaders will pre-approve all off-site activities and overnight events.

There will be at least two adults for every 10 children present for all trips, retreats, and other times children/youth gather for special events at or away from the church building. (Three adults are preferable so that in the event of an emergency, there will still be adequate supervision.) Every leader should have an assigned group of children for which he/she is responsible.

At **co-ed** overnight events a minimum of one adult of each gender will be present. If children/youth are divided into multiple single-gender rooms, there must be at least two adults of the matching gender in *each* room.

At **single gender** overnight events there will be a minimum of two adults of the matching gender present. If children/youth are dispersed to multiple rooms, at least two adults of the matching gender will be in *each* room.

If two adults are not available per room where children/youth are staying overnight, then no adult will stay alone in a specific room with the children/youth. When adults are *not* staying in the rooms with children/youth, special measures will be taken to assure the children's/youths' safety and supervision, such as: adult hall monitors, "tapping" on doors, and periodic room checks by an adult of the same gender as those being checked. Parents will be made aware of housing accommodations.

Parental consent and medical release forms, including permission for emergency medical care, are required for each child/youth participating, and will be carried by the person in charge of each trip and/or retreat (See Appendix C: Forms).

* **Rules for providing transportation for church events:**

- Driver must be known to the designated leader of the event (unless employing professional company).
- Driver must be at least 21 years old
- Driver must have a valid state driver's license for the vehicle being operated
- Driver must have proof of insurance
- Driver must be accompanied by at least two children or youth
- The number of occupants in the vehicle shall not exceed the number of seat belts
- Seat belts must be worn by all occupants of the vehicle; and appropriate car seats must be used for children
- Driver must have read and signed an acknowledgement form indicating that the policy has been read and will be followed (See Appendix C: Forms – Auto Safety Policy Acknowledgement).

Consult with the Christian Education Director to see that the churches' insurance policy has liability coverage that includes the off-site activity.

Careful Selection of Workers

The following guidelines will be used as First United Methodist Church reviews applicants for positions in children's or youth ministry: