

**First Congregational Church, UCC**  
**Safe Church Handbook**

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11/28/2005

*\*Copy of "Guidelines for Resourcing Committees on Ministry" found in the church library*

## **Mission Statement**

First Congregational Church of Somerville, UCC aspires to be a congregation of love and fellowship where all can seek a closer relationship with God in a trusting, nurturing place. As part of this mission, First Church's goal is to provide a safe environment for all those who are entrusted to our care. This atmosphere is to be free of verbal or physical abuse or any type of sexual misconduct or harassment. The following policies have been designed to prevent any type of abuse, misconduct or harassment from occurring in our church.

While no policy can anticipate and prevent all misfortune, it can state a purpose and provide guidelines to achieve that purpose. The guidelines express First Congregational Church of Somerville, UCC's interest in protecting all who participate in our church community. To achieve this mission the Safe Church Committee of First Church has developed a Safe Church Policy codified in our by-laws and a Safe Church Handbook outlining expectations and guidelines for volunteers and members. The implementation of prudent policies should safeguard all those who participate within our church, (including but not limited to ministers, teachers, leaders, children, adults, and volunteers). In the unfortunate event that an incident occurs, the Safe Church Committee has policies and procedures in place to address any allegations and necessary reporting.

## Safe Church Committee

1. **Purpose:** The Safe Church Committee is to develop, implement and guide policy and procedures regarding church safety issues. These issues include, but are not limited to physical and sexual harassment and abuse. It is not the Committee's job or purpose to decide whether an incident took place, but to notify the responsible parties to do so, including but not limited to the church attorney, insurance agency, department of social services and local law enforcement. The Committee is formed to work as a liaison between boards, committees, outside agencies, and UCC personnel to assist in any necessary investigation involving church members, volunteers, friends of the church, or employees.
2. **Members:** The Safe Church Committee shall be made up of the following:
  - A. One representative from each of the following boards:
    1. Deacons
    2. Personnel
  - B. Two at-large members from the congregation
  - C. Two co-chairs shall be chosen from the above committee members
  - D. Minister and Sunday School Superintendent, ex-officio
3. **Meetings:** Meetings of the full Safe Church Committee shall be held once per year following the annual meeting to familiarize all committee members with the policies and procedures formulated in the "Safe Church Handbook," to plan trainings, review policy and procedures and make any suggested or necessary changes to the "Safe Church Handbook" and policies. Additional meetings shall take place pursuant to the reporting and procedures as stated below in Section 4.

## Nursery Protection Policy

The nursery of First Congregational Church of Somerville, UCC is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

1. Parents will complete an emergency contact form when child first enters care and will also receive a copy of the Nursery Handbook. Parents will be asked to sign a statement that they have received the policies and have had the opportunity to ask questions about them.
2. Parents should sign children in and out in log book each time children are delivered to care, and children will only be released to those listed on the emergency contact form.
3. Parents should label all bottles, juices, blankets, toys and any other personal belongings. Pacifiers should be attached to the child. Only dry food snacks are allowed in the nursery. Snacks containing nuts are never allowed due to allergies. Small snack items that can be choked on, such as grapes, are not permitted.
4. There shall be no fewer than two volunteer nursery workers (one of whom must be an adult of 21+ and the other at least 16 years old) at all times, unless the only child(ren) in the nursery belong(s) to the volunteer. The two volunteers should be unrelated as possible, and at least one of them must have been a member/friend of First Church for at least six (6) months.
5. No volunteer shall change any child's diaper. If diapering is needed, parents will be contacted. There is a diapering station, including changing table, wipes and extra diapers available for parents' use in the nursery.
6. Discipline Plan: Limit setting is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when s/he is behaving in an inappropriate manner. Volunteers will redirect a child who appears to be "headed for trouble." If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery. Nursery volunteers **WILL NOT**:
  - Use corporal punishment, including spanking
  - Subject children to cruel or severe punishment, humiliation or verbal abuse
  - Deny any child food as a form of punishment
  - Punish any child for soiling, wetting, or not using the toilet.
7. If a child needs to proceed to the bathroom, an approved volunteer shall accompany him/her and follow toileting guidelines according to the Nursery Handbook.
8. Children must be picked up immediately following service or church activities and checked out in the log by a parent or a person designated on the emergency contact form.
9. At least one parent/guardian shall remain in the church while the child is in the nursery after worship or other official church activities have ended.
10. New volunteers will obtain Nursery Handbook and participate in orientation and ongoing training.
11. During non-worship hours childcare may occasionally be provided (for example, during Big Meeting Nights). During these times parents will be informed if there is only one caregiver available and can then choose whether or not to leave their child in nursery care.
12. Should an incident occur that results in physical injury, parent(s) will be notified and an incident report will be completed.

\* *"Toileting instructions," attached*

\* *"Emergency Form," attached*

## Toileting

Remember to ask parents about their child's toilet training and about word preferences (such as *urine*, *pee*, *BM*, *poop*), gestures that will ask for help undressing or getting to the toilet, and how the child communicates the urge to "go."

Accompany the child to the bathroom. Stay outside the stall (or door if it is a single bathroom) and let the child use the toilet. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe him/herself. Let the parent know that the child used the toilet and whether or not assistance was needed.

Always use the women's bathroom.

Leave the door to the nursery open while you are gone.

Help the child wash his/her hands thoroughly with soap and running water. Wash your own hands.

Never force a child to sit on a potty or toilet. Follow parent/guardian recommendations for what is helpful for each child. Children should not be punished for lapses in using the toilet. Children need understanding and patience when they are having difficulty in using the toilet.

# **Classroom Protection Policy**

First Congregational Church of Somerville, UCC is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to work with children, we expect that all people applying to be volunteers have been regularly attending First Congregational Church of Somerville, UCC for at least two months. It is the policy of the church to provide adequate supervision for all classroom activities. We also expect all employees and volunteers who work with minors to complete and submit an application.

## **First Congregational Church of Somerville, UCC PREVENTION OF ABUSE AND NEGLECT CLASSROOM AND TEACHER GUIDELINES**

### **Infants through Youth**

- In every classroom there will be at least two Authorized Volunteers, one of whom must be at least 21 years old, and the other must be at least 16 years old. Volunteers should be at least five years older than the oldest child in their care.
- No teacher shall be alone with a child in the bathroom for purposes of toileting, clean up from craft or art projects, or care of injury, except when necessary. In this case the door to the bathroom and classroom shall be kept open.
- No teacher working with our children shall place him/herself in a compromising situation by being alone with a child or children out of sight of other teachers or aides.
- Normally teachers who accompany a child to the bathroom should remain outside the bathroom stall while the child is inside.
- If a child needs assistance with dressing, undressing or cleanup, two adults shall be present, one of whom must be at least 16 years of age.
- If a child needs assistance with dressing, undressing or cleanup, and only one adult is available, the door to the bathroom shall be left open.
- If anything unusual occurred during this assistance, the parent will be notified at pickup.
- If for any reason, a teacher or aide is left alone in a classroom, the classroom door shall remain ajar.
- Children in grades 3-12 can use the bathrooms unescorted, provided they return within a reasonable time frame. This privilege can be granted or rescinded at the teacher's discretion.
- When Sunday school teachers of the Youth Class (grades 6-12) and Confirmation Class take a class off of the church grounds they must have the signed, written permission form from each youth's parent or guardian.
- Report any inappropriate conduct or relationship between an adult worker or volunteer and a child promptly to the Safe Church Committee.
- Limit setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when he/she is behaving in an appropriate manner. Redirect a child who appears to be 'headed for trouble'. If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, and talking to the child has not worked, then the parent will be notified. The teacher will pass on information of repeated

inappropriate behavior to the Sunday School Superintendent. **No one shall:** use corporal punishment, including spanking, humiliation or verbal abuse.

**First Congregational Church of Somerville, UCC  
EMERGENCY PROCEDURES FOR CLASSROOMS  
WHEN FIRE ALARM SOUNDS**

- Each teacher takes his/her class and log book out the Francesca Street exit to the opposite side of Francesca Street. Each teacher takes attendance once outside.
- The Sunday School Superintendent or designated person checks all of the classrooms and bathrooms.
- Teachers will keep their class together at the safety zone until the alarm is cleared and they can return to their classrooms.

**Emergency Procedures posted in each classroom and Practiced  
the 3<sup>rd</sup> Sunday of October and April, under the direction of the Buildings and Grounds  
Committee.**

# Youth Programs Protection Policy

The focus of Youth Programming is to provide a variety of age-based experiences to support our youth in gaining a better understanding of themselves and their relationship with God and their community. In order to provide for the safety of participants it is the policy of First Congregational Church of Somerville, UCC that:

## Parental Responsibilities:

- Copies of the "*Safe Church Handbook*" will be provided to the parents of children attending Sunday School and youth group activities. Parents will be asked to sign a statement that they have received the policies and have had an opportunity to ask questions about them.
- Parents will be asked to complete an "Emergency Form" for each child attending youth group activities.
- Parents will be responsible for transporting their own child(ren) to and from Youth Group and Sunday School. Parents wishing to have someone who is not on the emergency form pick up their child(ren) shall send in a written request to that effect.

## Supervision During Activities:

- If there are five or fewer children participating, there shall be at least two volunteers present for the activity and both shall be at least five years older than the oldest child. It is preferred that one volunteer be a man and one be a woman if both boys and girls are participating in the activity.
- Volunteers are to be in view of each other throughout the activity. At no time should a volunteer separate him/herself from the group with a youth behind a closed door.

## Special Circumstances:

- Off site activities: In order for a youth to take part in an off-site activity, his/her parent must sign a permission slip specific to that activity. Parents will be provided details of the venue and the plan.
- Driving to an off-site activity: It is preferred that there be at least two volunteers present in any vehicle used to transport youth to or from an off-site activity. The volunteers should not be partners or spouses, if possible. It is preferred that one volunteer be a man and one a woman if both boys and girls are participating in the activity.
- Overnight Activity (both on-site and off-site): In order for a youth to take part in an overnight activity, his/her parent must sign a permission slip specific to that activity. There must be a least two volunteers accompanying the activity who satisfy the five-year rule. **It is mandatory** that one volunteer be a man and one be a woman if both boys and girls are participating in the activity.

Reporting of allegations violating the Safe Church Policy:

1. Volunteers are to report any concerns about the implementation of the Safe Church Policy immediately to the Safe Church Committee, Sunday School Superintendent, Moderator or Pastor.
2. The reporting volunteer then has the responsibility to fill out an Incident Report form.

## **Sexual Harassment**

Ministers and all those engaged in the ministries of the church are responsible for knowing the possible impact of their words and actions in caring for the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Furthermore, all participants of the First Church community can be agents in naming incidents of misconduct as part of our commitment to be caregivers to our fellow brothers and sister in Christ. By God's grace, we will covenant to support all parties involved in an incident of misconduct.

Sexual harassment or sexual exploitation of a parishioner or any other individual is unethical and unprofessional behavior and will not be tolerated within this congregation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, verbal or non-verbal, or any physical conduct of a sexual nature which has the purpose or effect of creating an intimidating, humiliating or sexually offensive environment. This list is not exhaustive and we trust that adults are able to determine when their personal boundaries have been violated.

First Church will provide paid employees, members and friends with a hospitable environment in which all individuals are treated with respect and dignity. First Church is committed to providing an environment free from sexual harassment as prohibited by the laws of the Commonwealth of Massachusetts. The Safe Church Committee, in cooperation with the Personnel Committee, will administer an anti-harassment policy. All employees will be provided with an anti-harassment policy notice and receive training within ninety (90) days of their employment. Any employee, member or friend who sexually harasses another person, or retaliates against a person for reporting an incident or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment or membership.

The Safe Church Committee will support any employee, member, or friend of First Church Somerville who believes they have been sexually harassed or a personal boundary has been crossed. In addition to, or instead of, the Safe Church committee, said person may contact the Personnel Committee, the Moderator, or the Pastor for a confidential review of his/her situation. A detailed description of the review procedure for misconduct between adults can be found in the Safe Church Policy.

## Reporting Procedures for Misconduct Involving a Minor

Reporting procedures of allegations of physical or sexual misconduct involving a person under 18 years of age:

1. Any allegations of physical or sexual misconduct involving a minor should be reported immediately to one of the co-chairs of the Safe Church committee.
2. The co-chair taking the report will record information from the informant on the “Incident Report Form.”
3. The Co-chair who takes the report shall telephone and/or meet with the other co-chair within 48 hours to begin processing the report. The completed “Incident Report Form” must be initialed and dated by both co-chairs within 7 days of taking the report.
4. The Co-chair who takes the report should also contact the Church Pastor and Sunday School Superintendent regarding the allegation within 48 hours of taking the report.<sup>1</sup>
5. If the informant is a person unrelated to the child, the child’s parent(s) and/or guardian shall be notified of the allegation.
6. The Pastor and the Sunday School Superintendent are mandated reporters to the Department of Social Services (DSS); therefore, it will be their job to report allegations involving children, youth, elderly, and disabled individuals, as required by law.
7. The Church Attorney and the Church Insurance Agency should also be notified that an allegation has been made.
8. Should the allegation involve an employee of the Church, the Personnel Chair should be contacted, and the Personnel Guidelines regarding the handling of the allegation should be followed.
9. Should the allegation involve the Pastor; the Personnel Chair, Chair of the Board of Deacons, Moderator, Chair of the Ministerial Care Committee, and the UCC Association Committee on Ministerial Standing shall be contacted, and the guidelines set up in the “Guidelines for Resource Committees on the Ministry” shall be followed.
10. All contacts should be formalized in writing and a copy kept in the locked Safe Church Committee file box maintained by one of the co-chairs.
11. A full Safe Church Committee meeting shall be held no later than 7 days after the report of the allegation.
12. The full Committee will proceed in the following recommended manner:
  - a. Should the incident involve an allegation against a member, volunteer, or friend of the Church, he/she shall be notified that an allegation has been made.
  - b. The member, volunteer, or friend of the church shall be removed from any position held within the church until the allegation is resolved. However, he/she shall be welcome to worship with the general congregation.
  - c. Should the allegation involve the Pastor or another employee of the Church, the Safe Church Committee will be charged with the responsibility of communicating with the Personnel Chair, Chair of the Board of Deacons, Moderator, Chair of the

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<sup>1</sup> Should the allegation involve the Pastor or Sunday School Superintendent, he/she need not be notified and will be informed of the allegation by an appropriate person (see #'s 8 and 9).

Ministerial Care Committee, and/or the UCC Association Committee on Ministerial Standing until the incident is formally resolved.

- d. Should an investigation find a member, volunteer, or friend of the church guilty of the allegation, the Safe Church Committee shall meet to determine further action to take regarding that person.
- e. The Committee will make a formal recommendation of how to proceed based on the facts of the allegation and any direction given by the church attorney, church insurance agency, Department of Social Services, and/or local law enforcement.
- f. Each determination shall be made on a case-by-case basis and shall take into consideration all the facts and/or charges involved.
- g. Any and all conversation, meetings or discussion regarding the allegation shall be recorded in writing and kept in the locked Safe Church Committee file box.
- h. The utmost respect shall be given to the confidentiality and privacy of all parties.
- i. The Safe Church Committee members, especially the co-chairs and minister, shall provide support and guidance to all parties and make themselves available until the conclusion of any investigation of the allegation.

## Reporting Procedures for Misconduct Involving Adults

Reporting procedures of allegations of physical or sexual misconduct involving persons over 18 years of age:

1. Any allegations of physical or sexual misconduct or harassment should be reported to one of the co-chairs of the Safe Church committee.
2. The co-chair taking the report will record information from the informant on the “Incident Report Form.”
3. The Co-chair who takes the report shall telephone and/or meet with the other co-chair within 48 hours to begin processing the report. The completed “Incident Report Form” must be initialed and dated by both co-chairs within 7 days of taking the report.
4. If the informant agrees that it is appropriate, the Co-chair who takes the report should also contact the Church Pastor regarding the allegation within 48 hours of taking the report.<sup>2</sup>
5. Should the allegation involve an employee of the Church, the Personnel Chair should be contacted, and the Personnel Guidelines regarding the handling of the allegation should be followed. The Church Attorney should also be contacted.
6. Should the allegation involve the Pastor; the Personnel Chair, Chair of the Board of Deacons, Moderator, Chair of the Ministerial Care Committee, Church Attorney and the UCC Association Committee on Ministerial Standing shall be contacted, and the guidelines set up in the “Guidelines for Resource Committees on the Ministry” shall be followed.
7. All contacts should be formalized in writing and a copy kept in the locked Safe Church Committee file box maintained by one of the co-chairs.
8. A full Safe Church Committee meeting shall be held no later than 7 days after the report of the allegation.
9. The full Committee will proceed in the following recommended manner:
  - a. Should the allegation involve the Pastor or another employee of the Church, the Safe Church Committee will be charged with the responsibility of communicating with the Personnel Chair, Chair of the Board of Deacons, Moderator, Chair of the Ministerial Care Committee, Church Attorney and/or the UCC Association Committee on Ministerial Standing until the incident is formally resolved.
  - b. Should the incident involve an allegation against a member, volunteer, or friend of the Church, he/she shall be notified that an allegation has been made.
  - c. The Committee will make a formal recommendation of how to proceed based on the facts of the allegation and any direction given by the Church Attorney (if appropriate).
  - d. Should an investigation find substantial evidence that a member, volunteer, or friend of the church has engaged in inappropriate behavior, the Safe Church Committee shall determine further action to take regarding that person.

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<sup>2</sup> Should the allegation involve the Pastor, he/she need not be notified and will be informed of the allegation by an appropriate person (see # 6).

- e. Each determination shall be made on a case-by-case basis and shall take into consideration all the facts and/or charges involved.
  - f. Any and all conversation, meetings or discussion regarding the allegation shall be recorded in writing and kept in the locked Safe Church Committee file box.
  - g. The utmost respect shall be given to the confidentiality and privacy of all parties.
- The Safe Church Committee members, especially the co-chairs and minister, shall provide support and guidance to all parties and make themselves available until the conclusion of any investigation of the allegation.

## **Volunteers Working with Children and Youth**

First Congregational Church of Somerville, UCC strives to provide our young people with a wide variety of programs to support our learning about and experiencing God's love and in developing their relationship with God and with their community. While First Congregational Church of Somerville, UCC hires the finest professionals available to lend their expertise to this mission; we realize that it is the active support of the church members that makes our mission possible. First Congregational Church of Somerville, UCC strongly encourages all of its members to take an active role in supporting our many programs.

### **Volunteers working with children and youth:**

Teach Sunday School classes and/or run Youth Programs. They also have the additional responsibilities of supervising the implementation of the Safe Church Policies in the absence of the Minister and Sunday School Superintendent. Such implementation would include reporting any deviations from the Safe Church Policy to the Safe Church Committee.

### **Eligibility to become a Volunteer:**

In order to become a Volunteer the candidate must be at least 16 years of age and shall have been actively attending for at least two months. He/She must agree to a CORI (Criminal Offender Record Information) check. The results of the CORI will be reviewed by the pastor and will remain confidential. If the Pastor needs to consult a member of the Safe Church Committee, they will obtain written permission from the candidate.

### **Training:**

Volunteers, prior to starting in their position and annually thereafter, shall attend training. Such training will be presented by representatives of the Safe Church Committee and will cover, at a minimum: the Safe Church Policy of First Congregational Church of Somerville, UCC and how to effectively and safely work with youth, including abuse prevention & detection, and mandated reporting.



Have you ever suffered from substance abuse? \_\_\_\_\_  
If yes, please explain fully.

\_\_\_\_\_

Do you currently suffer from any condition(s) [e.g. physical, psychological, other] that might affect your ability to work with children or youth? \_\_\_\_\_  
If yes, please explain fully.

\_\_\_\_\_

Are there any other facts or circumstances involving you or your background, which might call into question your being entrusted with the responsibilities for children/youth? \_\_\_\_\_  
If yes, please explain fully.

\_\_\_\_\_

I attest that the information contained in this application is correct to the best of my knowledge. I understand that I may be asked to provide references by the Pastor or Sunday School Superintendent. I authorize First Congregational Church of Somerville, UCC to confidentially share the information obtained in this application with those persons authorized under the "Safe Church Policy" to evaluate my fitness to serve as a Volunteer. I acknowledge that it is my responsibility to amend this application if the responses given become inaccurate at some later date.

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date



4. Call to child's parent/guardian: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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5. Reported to pastor: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Summary:

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6. Call to local children and family service agency: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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7. Call to local law enforcement agency: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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8. Call to attorney: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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9. Call to insurance agency: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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10. Other contacts: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke with: \_\_\_\_\_

Summary:

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Please give any other information which you think might be helpful in establishing the cause of the incident(s) and/or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s):

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As an Authorized Volunteer, once you have completed this report, contact a member of the Safe Church Committee within 24 hours. *Incident Report Forms* and instructions for contacting the Safe Church Committee are available in the church office or from any member of the Safe Church Committee.

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Role/Function/Position of Reporter: \_\_\_\_\_

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**For Office Use Only**

Date Report Received: \_\_\_\_\_ Report Received by: \_\_\_\_\_

(If injured person is a child) Copy submitted to Parents/Guardians.

Date Report Submitted: \_\_\_\_\_ Report Submitted by: \_\_\_\_\_

Copy submitted to reporter.

Date Report Submitted: \_\_\_\_\_ Report Submitted by: \_\_\_\_\_

Further Action:

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Comments:

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Has reporter informed caretaker of report? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the nature and extent of the injury, abuse, maltreatment or neglect, including prior evidence of it? (Please cite the source of this information if not observed first hand.)

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What are the circumstances under which the reporter became aware of the injuries, abuse, maltreatment or neglect?

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What action has been taken thus far to treat, shelter or otherwise assist the child to deal with this situation?

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Please give other information, which you think might be helpful in establishing the cause of the injury and/or the person responsible for it. If known, please provide the name(s) of the alleged perpetrator(s).

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\_\_\_\_\_  
Signature of Reporter

\_\_\_\_\_  
Date

# Emergency Form - Youth

## First Congregational Church of Somerville, UCC

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle mm/dd/yy

Child's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address (if different): \_\_\_\_\_ Other Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address (if different): \_\_\_\_\_ Other Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_

- **If work phone # is voice mail, please include a number for us to speak directly with a person.**

If parents are separated or divorced, who has legal custody? \_\_\_\_\_

Is child to be released to other parent? \_\_\_\_\_

Step Parent, Guardian, Au Pair or other Significant Adult in Child's Home? \_\_\_\_\_

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

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

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

Medical Insurance? \_\_\_\_\_ Company: \_\_\_\_\_ ID#: \_\_\_\_\_

Name and telephone number of persons authorized to assume responsibility in an emergency if parents are not available: (List three please—MUST BE LOCAL)

	Name	Relationship	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Does the child have any significant health problems or allergies? Please explain: (use reverse side if necessary). If none please indicate by writing "NONE": \_\_\_\_\_

List any medication(s) that your child takes on a continuing or regular basis: (include dosage & frequency). If none, please indicate by writing "NONE": \_\_\_\_\_

*In the event of an EMERGENCY, I hereby give permission to any certified FCS, UCC staff member to administer any first aid as may be necessary, during any time when neither I nor any other person listed above can be reached; and to transport my child to the nearest emergency care facility, and for the staff of that facility (or other facility) to administer and to perform such emergency procedures as needed to aid my child.*

PARENT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Change of Dismissal**  
**First Congregational Church, UCC**

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

Please dismiss my child to: \_\_\_\_\_ On: \_\_\_\_\_  
Name of pick up person Date

Does your child know this person? \_\_\_\_\_  
Yes No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*"Safe Church Handbook", found in the church office.*

**Activity Permission Slip**  
**First Congregational Church, UCC**

Activity: \_\_\_\_\_

Date & Time: \_\_\_\_\_ Cost: \_\_\_\_\_

Leaders: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

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\*Please fill out and return the bottom portion of this form\*

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I give my son/daughter permission to participate in the above activity with First Congregational Church of Somerville, UCC.

Child's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes, I (parent/guardian) would be able to drive: \_\_\_\_\_

*\*"Safe Church Handbook", found in the church office.*

I, \_\_\_\_\_ have received, read and understand the  
Please Print Full Name

## **"Safe Church Handbook"**

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