



Diocese of the

MID-ATLANTIC

Anglican Church in North America

Sample Forms from the Policy Manual for the Protection of Children

Sample Form for Report of Suspected Child Abuse¹

Confidential: Keep completed form in locked file

Information Regarding the Person Suspected of Child Abuse:

Name of suspected abuser: _____

Address: _____

Telephone (home/work/cell): _____

Title/relationship to the church (if any):

Information Regarding Suspected Victim(s):

Name of suspected victim: _____

Age: _____ Male/Female: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the church: _____

Name of any other suspected victim:

Age: _____ Male/Female: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the church: _____

(Continued)

¹ This sample form is provided as one possible resource. The church should consult with its legal counsel before implementing this specific form and regarding its use and maintenance in specific circumstances.

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Information Regarding Incident(s) of Suspected Child Abuse:

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse:

Describe each incidence of suspected sexual abuse, including the type of abuse, date(s), time(s), and location(s) of suspected abuse:

Name any eyewitness to each suspected abuse incident (additional information regarding witnesses is sought below), and describe how that witness viewed the event:

(Continued)

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Information Regarding Witnesses to Suspected Child Abuse:

Name of witness: _____

Age of witness: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the church: _____

Name of additional witness: _____

Age of witness: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the church: _____

Information Regarding Person(s) to Whom Suspected Abuse was Reported:

Name and title of church official to whom the abuse initially was reported (for example, Sunday School teacher, Rector, etc.):

Address: _____

Telephone (home/work/cell): _____

Date that initial report was made:

Name and title of the person making the initial report to the church official:

Address: _____

Telephone (home/work/cell): _____

Relationship to the church (if any):

(Continued)

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Was the suspected abuse reported to Child Protective Services (“CPS”)?

If yes, state the date the report was made to CPS: _____

Name and title of person reporting to CPS: _____

Address: _____

Telephone (home/work/cell): _____

Name of CPS worker contacted: _____

CPS contact’s telephone number: _____

Was the suspected abuse reported to police?

If yes, state the date the report was made to police: _____

Name and title of person reporting to police: _____

Address: _____

Telephone (home/work/cell): _____

Police department and contact person: _____

Police contact’s telephone number: _____

Were the parents notified?

If yes, the date parents were notified: _____

Name and title of person notifying parents: _____

Address: _____

Telephone (home/work/cell): _____

Parents’ names: _____

Parents’ address: _____

(Continued)

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Parents' telephone (home/work/cell):

Was suspected abuse reported to the Diocese via telephone?

If yes, the date report was made to the Diocese:

Name and title of person reporting to the Diocese:

Address: _____

Telephone (home/work/cell): _____

Diocese contact person: _____

Diocese contact's telephone: _____

Is a copy of this completed report being sent to the Diocese?

If yes, state date when report is being sent: _____

Name and title of person sending report to the Diocese: _____

Address: _____

Telephone (home/work/cell): _____

Diocese contact person to whom report is being sent: _____

Any other information which may be helpful to the investigation:

(Continued)

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Information Regarding Person Completing this Form:

Name and title: _____

Address: _____

Telephone (home/work/cell): _____

Signature: _____

Date: _____

Sample Policy Acknowledgement Form

I certify that I have read (check all that apply):

the _____
(Name of church)

Prevention of Child Abuse Policy and/or

the Diocesan Policy Manual on the Protection of Children

I further certify that I will abide by the provisions of this policy as long as I am an employee/volunteer of the church.

Printed Name

Signature

Date

Sample On-Site Supervisory Plan²

The following provides an example of a Supervisory Plan for an on-site nursery at a local church. Each church will devise specific supervisory plans for all onsite and offsite programming that involves youth and children.

Personnel: Only screened staff and volunteers may work in the nurseries. No one under the age of 18 may be hired to work in the nurseries and no one under the age of 16 may volunteer in the nurseries.

A minimum of two screened and trained staff/volunteers must provide supervision at all times.

Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

Supervision: On Sunday mornings, either the Nursery Director or the Children's Ministry Director will check to insure that the nurseries are fully staffed at each of the service/Sunday School times. The Nursery Director and Children's Ministry Director will conduct random visits to the nurseries during all programming times or appoint someone else to take on a supervisory role to observe staff/volunteer/child interactions. The Nursery Director will meet with staff to provide training and solve problems.

Ratio: No less than one staff/volunteer per five children at any time. Minimum of two staff/volunteers at all times.

Physical Environment: Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a weekly basis. Rugs and other moveable items that could pose danger will be secured.

Bathroom Procedure: Children will be escorted to the bathroom in the toddler nursery by female staff and volunteers with one person assisting and another in close proximity.

Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

Injury/Incident Reporting: Staff or volunteers will fill out an incident report and advise either the Nursery Director or the Children's Ministry Director when a child is injured or hurt in any way. Incidents of conflict with parents should also be reported in the same manner.

Reporting Concerns: Concerns about the nurseries should be reported to the Nursery Director or Children's Ministry Director.

Release of Children: Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.

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