

# Child Protection Policy

---

Vienna Presbyterian Church

*“How great is the love that the Father has lavished on us,  
that we be called children of God!  
And that is what we are!” 1 John 3:1*

**July 1, 2015**

# Vienna Presbyterian Church Child Protection Policy

## Table of Contents

PURPOSE, APPLICABILITY, SCOPE, & REQUIREMENTS .....	1
SCREENING PROSPECTIVE EMPLOYEES AND VOLUNTEERS.....	2
TRAINING .....	3
GUIDELINES FOR WORKING WITH CHILDREN .....	3
REPORTING AND RESPONDING .....	5
MAINTAINING A RESPONSIBLE & REDEMPTIVE ENVIRONMENT .....	6
CODE OF CONDUCT .....	6
GLOSSARY .....	7
Appendix A: Child Protection Policy Acknowledgment Form .....	10
Appendix B: Code of Virginia Law .....	11
Appendix C: Biblical Standards for Christian Leaders.....	14
Appendix D: CPP Procedures .....	16
SCREENING PROSPECTIVE EMPLOYEES AND VOLUNTEERS .....	17
Employee Screening .....	17
Volunteer Screening.....	17
Youth Screening.....	17
Camps, Annual and Special Events, Retreats, and Mission Projects .....	17
Tracking for Screening.....	17
TRAINING .....	18
Pastors .....	18
Ministry Managers .....	18
Employees .....	18
Church Officers.....	19
Adult Volunteers and Youth Volunteers.....	19
Human Resources .....	19
Children.....	19
Tracking for Training.....	20
GUIDELINES FOR WORKING WITH CHILDREN .....	21
Two-Adult Policy.....	21

Restroom Use for Children Second Grade and Under .....	22
Sign-in and Sign-out Procedures.....	23
Private Meetings .....	24
Public Areas on VPC Campus .....	25
Publishing Personal Information and Photos .....	25
Electronic Communications with Youth.....	25
Transportation.....	27
Tracking for Transportation.....	28
REPORTING AND RESPONDING .....	29
Reporting and Responding to a Report of Child Abuse or Neglect.....	29
Reporting and Responding to a Report of Concern Regarding Inappropriate Behavior or Boundary Crossing .....	31
Attachment 1: Media Opt-out Form.....	34
Attachment 2: Incident Report Form .....	35
Attachment 3: Response Team Suggested Guidelines.....	36
Attachment 4: Recommended Plan of Action.....	37
Attachment 5: Ministry Volunteer Application Form.....	38
Attachment 6: VPC Transportation Application.....	40

# Vienna Presbyterian Church Child Protection Policy

## **I. PURPOSE, APPLICABILITY, SCOPE, & REQUIREMENTS**

### **Purpose**

This policy supersedes all prior VPC children and youth protection policy statements effective upon its adoption by Vienna Presbyterian Church (VPC).

The purpose of the Child Protection Policy (CPP) is to do all that is reasonably possible to protect children from sexual, physical, emotional, and spiritual abuse while participating in VPC activities, and to direct procedures for responding to reported allegations and concerns regarding these types of abuse and misconduct.

### **Applicability and Scope**

This policy is intended to protect individuals under the age of 18, 18-year-olds still in high school, and Vulnerable Adults, who are participating in activities or programs at VPC or off-campus at an activity sponsored by VPC.

This policy governs all VPC pastors, employees, church officers, volunteers of VPC, including the staff of the preschool, all independent contractors of VPC who may have direct contact with any of those protected by this policy, all leaders of VPC-sponsored events and any non-VPC sponsored groups or events using VPC facilities, where there is any direct supervisory interaction with those protected by this policy.

The Child Youth Protection Committee (CYPC) shall have oversight of the CPP and shall submit semi-annual reports to Session regarding the policy.

### **Requirements**

All pastors, employees, and others listed above shall abide by this policy.

VPC pastors, employees, church officers, and volunteers working with children and/or Vulnerable Adults are required to complete VPC-approved training offered on protecting children from child abuse and sexual misconduct, and to sign the Child Protection Policy Acknowledgement Form (see Appendix A). For some camps, annual and special events, retreats, and mission projects volunteer training and screening may be adapted.

An individual may be placed on administrative leave or terminated from employment and/or volunteer service for failure to abide by this policy. This action may be taken if it is deemed that the CPP and procedures have not been followed or an investigation reveals a pattern of behavior that raises concerns.

## II. SCREENING PROSPECTIVE EMPLOYEES AND VOLUNTEERS

Employees and volunteers who work in ministries for children and/or Vulnerable Adults as defined in this policy will be screened. At a minimum, screening shall consist of an application process and successfully completed reference checks.

For volunteer service with children and/or Vulnerable Adults, screening shall consist of completion of the Ministry Volunteer Application Form (see Attachment 5), successful completion of three reference checks, and an interview. Adult volunteers shall successfully complete a criminal background check; criminal background checks shall be repeated every five years. The application, reference checks, background investigation, and interview must be completed prior to serving as a volunteer. If necessary, a prospective volunteer may observe up to two times prior to the completion of the screening requirements as long as the Two-Adult Policy is satisfied. Observation periods are not permitted on overnight events.

Adult and youth volunteers must be active participants at VPC for longer than six months before working with children and Vulnerable Adults.

VPC pastors shall be screened by the Presbytery. Employees and volunteers are required to report to their supervisor any circumstances that under this policy may affect their ability to work with those protected by this policy.

**Employees:** Any candidate for employment who has a past conviction of or pending civil or criminal proceeding involving an allegation of child abuse or neglect, or sexual misconduct shall not be employed by VPC. Any candidate who has been listed on the sex offender registry shall not be employed by VPC.

**Volunteers:** Any candidate for volunteer service who has a past conviction of or pending civil or criminal proceeding involving an allegation of child abuse or neglect, or sexual misconduct shall not be allowed to volunteer at VPC. Any candidate for volunteer service who has been listed on the sex offender registry shall not be allowed to volunteer at VPC.

**Youth Volunteer:** Youth, ages 14 to 17 (and 18-year-olds still in high school), may volunteer and count as an adult in the Adult/Child Ratios under section IV. The ratios are provided to guide staffing and do not negate the following Two-Adult requirements.

**Independent Contractors** who have direct contact with children, youth, or vulnerable adults shall be required to read the CPP and sign the Child Protection Acknowledgment Form (see Appendix A) prior to serving under their contract. VPC reserves the right to request a criminal background check. If through a requested background check or another method of verification, VPC discovers that an independent contractor is listed on the sex offender registry, that contractor shall not be retained by VPC.

**Leaders of non-VPC sponsored groups and events using VPC facilities**, excluding weddings and funerals, must review the CPP and sign the Child Protection Policy Acknowledgement Form (see Appendix A) annually, as well as the Facilities Use Contract. This includes any group or activity in which children, as

defined herein, participate. VPC reserves the right to request a criminal background check on leaders of non-VPC sponsored groups and events using VPC facilities.

### **III. TRAINING**

#### **Training for Pastors, Employees, Church Officers, and Volunteers**

All pastors, employees, and church officers, are required to complete the VPC-approved sexual abuse prevention training once every two years. They are required to read the CPP and sign the Child Protection Policy Acknowledgment Form (see Appendix A) annually. Subsequent training may be required.

For volunteer service with children and/or Vulnerable Adults, adult and youth volunteers are required to complete the VPC-approved sexual abuse prevention training once within every two years. Volunteers are required to read the CPP and sign the Child Protection Policy Acknowledgment Form (see Appendix A) annually. Ministry training also shall be completed annually. Subsequent training may be required.

Those volunteers who completed the VIRTUS sexual abuse prevention training are certified for five years from the time they completed the training.

Ministry managers are responsible for ensuring that their volunteers are in compliance.

Human Resources has overall responsibility for recording and tracking that pastors, employees, church officers, and volunteers are in compliance.

#### **Education for Children**

Parents bear the primary responsibility for teaching their children about child protection and safety issues. Nonetheless, VPC will offer annual age-appropriate educational opportunities for children. Parents will be advised prior to any such educational sessions. Parents have the option to “opt-out” their children.

### **IV. GUIDELINES FOR WORKING WITH CHILDREN**

#### **Adult/Child Ratios:**

VPC adheres to the following recommended minimum adult to child ratios:

Birth – 12 months	1:4
12 months – 24 months	1:5
2 years	1:6
3 years – 6 years	1:10
7 years – 12 years	1:15
12 years –18 years	1:20

The ratios are provided to guide staffing and do not negate the following Two-Adult Policy.

**Two-Adult Policy:**

The Two-Adult Policy means that there must be at least two non-related adult employees and/or volunteers present to supervise all VPC-sponsored programs whether on or off campus. There should be at least two volunteers and/or employees per class or event space. At no time should an employee or volunteer be alone with an unrelated child without another child, volunteer, or employee present. The policy is designed for the safety of adults as well as children and Vulnerable Adults, and is required across all ministry areas with few exceptions, as set forth in *Appendix D: Procedures, Guidelines for Working with Children*.

**Restroom Use for Children Second Grade and Under**

Whenever possible, children and/or Vulnerable Adults will be sent in pairs and with a VPC employee or volunteer. The employee or volunteer who accompanies children to the restroom should ensure that suspicious or unknown individuals are not occupying the restroom prior to allowing children to use the facilities. The bathroom door should remain ajar for children under age five. If using a single stall restroom, the bathroom door may be closed at the request of the child, but at all times the employee or volunteer must stand outside of the bathroom door.

**VPC Event Sign-in/Sign-out**

Age appropriate sign-in/sign-out procedures apply to classes, events, and programs. Specified guidelines are provided in Appendix D.

**Electronic Communication:**

Volunteers and employees should adhere to values consistent with the Biblical Standards for Christian Leaders, endorsed by Session (see Appendix C) in all electronic interactions including directed communications and on open forums. Communication sent digitally by employees or volunteers is not confidential and may be shared or reposted to be visible to others. Electronic and Social Media communication formats are subject to the usage and privacy policies of the social media outlet provider, and those policies are subject to change without notice. Volunteers and employees should adhere to these principles to the greatest extent possible: interaction in the virtual world should be transparent and should not have hidden or veiled messaging or intent.

For communication not associated with specific ministry programs, but which is based upon relationships developed at VPC, volunteers and employees must seek approval from the child's parent or guardian prior to responding to contact from the child.

**Publishing Personal Information and Photos:**

VPC shall not publish or post photos, videos, or audio recordings, or identify a children and/or vulnerable adult by name in print and/or digital media if the parent/guardian has signed a Media Opt-out Form (see Attachment 1), or has opted out through a registration form for a special event.

**Transportation**

VPC will abide by the transportation parameters outlined by its insurance carrier and the guidelines provided in Appendix D.

## **V. REPORTING AND RESPONDING**

### **A. Allegations of Child Abuse**

Whenever there is an instance or suspicion that abuse or sexual misconduct of a child may have occurred or may be occurring, it must be reported to the appropriate legal and church authorities. Everyone shall comply with Virginia's law to report child abuse, and a report shall be made immediately to Child Protective Services (CPS) and the appropriate ministry director, pastor, or the Director of Operations. If an allegation or concern is expressed about anyone involved in the reporting process, that person shall be omitted from this process. The VPC Response Team and Session shall receive a report with names withheld. An Incident Report Form (see Attachment 2) will be filed confidentially with Human Resources. As needed, a Plan of Action shall be developed by the VPC Response Team.

VPC recognizes the exemption from reporting child abuse or sexual misconduct directed toward a child set forth in Va. Code Section 63.2-1509A (see Appendix B) and will not require its pastors to disregard the exceptions from reporting outlined there. All other child abuse or sexual misconduct must be reported by VPC's pastors as required under this policy.

### **B. Boundary Issues and Other Concerns**

There may be other behaviors that do not fall into the category of abuse or sexual misconduct but that may impact the nurturing and safety of children during VPC-sponsored activities. In such cases, a report shall be made to the appropriate ministry director, a pastor, or the Director of Operations. An Incident Report Form (see Attachment 2) shall be filed confidentially with Human Resources. As needed, a Plan of Action shall be developed by the VPC Response Team.

### **C. Confidentiality**

For allegations of child abuse or sexual misconduct, and for boundary issues and other concerns, every effort shall be made to protect the identities of the people involved in a report, and all reported concerns shall be kept confidential to the extent allowed by law. Copies shall not be made of any Incident Report Form, unless the names and any identifying information are redacted. The VPC Response Team and Session shall receive reports with names withheld.

### **D. Incident Report**

Incident Reports should be completed immediately following or upon notification of any injury on church property, any safety issue, any event that does not fall within the Code of Conduct or Child Protection Policy, any concern regarding inappropriate behaviors or boundary crossings, or suspicions or allegations of abuse or neglect. The CYPC will provide oversight and monthly monitoring of all Incident Reports involving children and Vulnerable Adults.

### **E. Incident Report Process**

If a report of abuse, sexual misconduct, or boundary crossing involves children and/or Vulnerable Adults, the VPC Response Team may be called upon to develop a Plan of Action. Also, if an Incident Report



concerning a minor or vulnerable adult is determined to be repetitive behavior or symptomatic of a greater concern, the VPC Response Team may be called upon to review the circumstances and develop a Plan of Action. The Response Team may at any time call upon the Session Executive Committee if the situation warrants. The VPC Response Team will report a summary of the Plan of Action to the full CYPC and to Session in redacted form.

## **VI. MAINTAINING A RESPONSIBLE & REDEMPTIVE ENVIRONMENT**

At VPC we seek to live in covenant with God and with one another, and to be a redemptive community to all who participate. Known offenders shall receive the normal pastoral care afforded to any congregant. At no time is a known offender to interact with children or Vulnerable Adults.

## **VII. CODE OF CONDUCT**

### **VPC Pastors, Employees, and Volunteers:**

1. Will endeavor to provide appropriate emotional, physical, and spiritual support and care to VPC children and/or Vulnerable Adults as defined herein.
2. Will not verbally, emotionally, physically, spiritually, or sexually abuse VPC children.
3. Will not discipline children by the use of physical punishment or by failing to provide reasonable oversight or care.
4. May use physical restraint only in situations necessary to protect a child or others from harm.
5. Will provide supervision and exercise sound judgment to provide as safe an environment as is reasonably possible.
6. Will observe the Two-Adult policy in interactions with children as defined in Section IV, "Guidelines for Working with Children."
7. Will not use, possess, or be under the influence of alcohol or illegal drugs, or be impaired by legally prescribed drugs, when involved in church-sponsored programs.
8. Will not smoke or use tobacco during church activities. VPC is a smoke-free facility.
9. Will not give gifts to individual children or Vulnerable Adults without the knowledge and permission of the parents or legal guardian and the appropriate ministry employees.

## VIII. GLOSSARY

**Adult** is an individual at least 18 years of age.

**Boundary Crossings and Concerns** are issues that impact the nurturing and safety of the children and vulnerable adults under VPC's protection. These may include but are not limited to safety issues in transportation and water-based activities; inappropriate language, dress, or behavior; substance abuse; and unwise or unsafe decisions.

**Child** is a person considered a minor under the law of the Commonwealth of Virginia. Currently, the Commonwealth of Virginia considers anyone under the age of 18 to be a minor. Those whose mental capacity is that of a minor or who are deemed to be legally incompetent shall also be considered as if a child for the purposes of this policy. Additionally, for the purposes of this policy, protections will apply to all youth through high school regardless of age.

**Child Abuse** is a non-accidental injury or pattern of injury to a child caused by an adult. Child abuse may include, but is not limited to, the following:

- **Emotional Abuse** is a persistent pattern of behavior by an adult that unreasonably endangers the mental health or emotional development of a child, examples of which are ignoring, terrorizing, corrupting, constantly criticizing, constantly demeaning, insulting, or withholding love, guidance, or support on a sustained basis.
- **Neglect** occurs when adults responsible for the well-being of a child fail to provide reasonable care or oversight for the child. Neglect may include, but is not limited to, the adult responsible not providing sufficient food, clothing, or shelter to a child or failing to keep a child reasonably clean, or supervised, or otherwise failing to act reasonably to protect the child from harm by others, or unreasonably withholding medical care.
- **Physical Abuse** is an injury or pattern of injuries caused by an adult that happens to a child that is not accidental. These injuries may include, but are not limited to, beatings, bumps, bruises, bites, welts, strangulation, broken bones, imprisonment, or death.
- **Sexual Abuse** is the sexual assault or exploitation of a child by an adult. This includes, but is not limited to, any contact or interaction between a child and an adult where the child is being used for the sexual gratification of the adult or of a third person or is being subjected to sexually implicit materials. Sexual abuse may involve numerous acts over a long period of time or a single incident. This behavior may or may not involve touching. Among the specific touching acts prohibited are unwanted hugging, inappropriate holding, kissing, fondling, intercourse, or sodomy.
- **Sexual Misconduct** is any act of a sexual nature committed by anyone against a minor including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written or other communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.
- **Spiritual Abuse** is using religious references to motivate a child to become involved in a particular action or behavior otherwise prohibited above.

**Child and Youth Protection Committee (CYPC)** is a committee chosen by Session which is charged to work with employees, volunteers, and the congregation to provide a CPP, to oversee this policy, and to report to Session.

**Child Protective Services (CPS)** is an agency that validates, investigates, and assesses reports of child abuse and neglect in accordance with state statutes.

**Church Officers** are ruling elders, deacons, and other officers designated by the Book of Order.

**Church-Sponsored Activity** is any gathering organized by VPC staff, or participated in by VPC children including worship, fellowship, educational, administrative, pastoral, missional, or recreational events. This includes events both on and off campus.

**Criminal Background Check** will include all or some of the following: a Social Security number verification, a National Criminal File search, a Federal Criminal search, a State Criminal File search, County Court searches, and any Sexual Offender Registry available from those places where an individual may have worked or lived since attaining majority.

**Director of Operations** is responsible for overseeing the administration of the church.

**Employee** is the comprehensive term used to cover a person, who is officially offered and agrees to perform work on a part-time or fulltime basis in exchange for compensation, and whose wages are reported on a W-2.

**Human Resources** is responsible for managing all provisions of the child protection policy; assist staff with any safety issues dealing with children and Vulnerable Adults; track training and screening for all volunteers and employees; and house incident report forms and call upon the VPC Response Team, if necessary.

**Independent Contractor** is a person who is officially offered and agrees to perform work or services under control of someone other than VPC in exchange for consideration, whose payment is reported on IRS Form 1099.

**Ministry Director** is the person responsible for planning, developing and overseeing their respective program at VPC and includes the Director of Adult Ministries, Director of Family Ministries, Director of the Preschool, Director of Worship and Music, Assistant Director of Music and Director of Missions.

**Ministry Manager** is a person who is responsible for the day to day operation of their respective program and reports to a ministry director. These managers include the Childcare Manager, managers of Children's Ministries, and managers of Student Ministries.

**Ministry Safe** is the VPC-approved sexual abuse prevention training curriculum. The Ministry Safe program trains adults and youth to teach children safe and appropriate boundaries, to recognize the dangers and warning signs of abuse, ways to prevent abuse, and the methods of properly reporting suspicions of abuse, and responding to allegations of abuse. This training is required bi-annually.

**Pastor** is a person ordained to the Ministry of Word and Sacrament called to serve in a particular congregation.

**Youth Volunteer** is a child, age 14 to 17 (and 18-year-olds still in high school), who is approved by the Ministry Manager to volunteer with children, and/or vulnerable adults.

**Session** consists of the ruling elders as well as called teaching elders (pastors).

**VIRTUS** was the VPC-approved sexual abuse prevention training curriculum used from 2011-2013.

**Volunteer** is the term used for those who provide services for children and/or vulnerable adults, and who receive no benefit or compensation.

**VPC Response Team** shall consist of at least a ministry director, Human Resources, Director of Operations, and up to two selected members of the CYPC, , with legal counsel to be available for consultation. The response team shall be chaired by a CYPC member.

**Vulnerable Adult** is a person 18 years of age or older, who possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to take care of himself or herself or who is unable to protect himself or herself from harm or exploitation.

Appendix A

**Vienna Presbyterian Church  
Child Protection Policy  
Acknowledgment Form**

I have received a copy of the Vienna Presbyterian Church Child Protection Policy (CPP) adopted in 2015. I have read the CPP and understand the five components outlined below. If there is any policy or procedure in the CPP that I do not understand, I will seek clarification from Human Resources.

1. Screening (prospective employees and/or volunteers)
2. Training
3. Guidelines for Working with Children
4. Reporting and Responding
5. Code of Conduct

I agree to abide by the principles and policies described in the Vienna Presbyterian Church policy on Child Protection. I understand that failure to do so could lead to disciplinary action up to and including termination of my VPC volunteer services or VPC employment.

Please sign and date this form. Return it to Human Resources.

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

Date Signed: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Appendix B  
Code of Virginia Law

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § 8.01-576.8;
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1;
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
14. Any person employed by a local department as defined in § 63.2-100 who determines eligibility for public assistance;

15. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;

17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and

18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client.

This subsection shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to (i) information required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) information that would be subject to § 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal

Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by a health care provider within six weeks of the birth of a child that the results of toxicology studies of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding made by a health care provider within six weeks of the birth of a child that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis made by a health care provider at any time following a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis made by a health care provider at any time following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.



## Appendix C

### **BIBLICAL STANDARDS FOR CHRISTIAN LEADERS**

*“It is a true saying that if someone wants to be a church leader they have a good ambition. For a leader must be a good person whose life cannot be spoken against....Those who do well as leaders will be well regarded both by respect from others and also be developing their own confidence and bold trust in the Lord.”*  
- 1 Timothy 3:1-2a, 13

Leadership in the church is a responsibility and not a right. It is extended to those who come under the authority of the church’s teaching as expounded in the Bible and Book of Confessions. It has always been a demanding calling. Today, the gap between Christian and societal values makes this particularly challenging. As we serve Christ in leadership, we model what we really believe about our faith. Both our beliefs and our lifestyles are critical to the way we serve Christ and project Christian leadership.

The lack of clear moral guidelines in our society leaves many confused; this confusion extends often to church life. In an effort to bring some clarity, we have distilled some Biblical principles for the selection, training and development of those who serve the church as leaders. We want to be faithful to Biblical standards, yet avoid being judgmental. All of us have sinned, with failings both public and private. At the same time, believing that our leadership and lifestyles must demonstrate our beliefs, we should be able to say with Paul, “Follow me as I follow Christ.”

There are three principal passages in the New Testament that explicitly discuss the guidelines for Christian church leaders. They are: 1 Timothy 3:1-13; Titus 1:5-9; and, 1 Peter 5:1-5. Christian life standards are described well in 2 Corinthians 6:3-10 and Ephesians 5:1-5, and instruction on Christian service is found at Ephesians 4:11-13, 15-16 and Philippians 2:1-4. The Christian leader should continually seek the Lord’s help in achieving the standards set forth in these passages. We have drawn from them the following guidelines. We encourage you to consider them, praying that God will honor your desire to model Christian beliefs and behaviors.

All who seek to lead in the Christian community will strive with the help of the Holy Spirit to exemplify the following Biblical standards of Christian living:

#### Spiritual Standards

- **Discipleship:** The Christian leader requires a mature, vibrant and Christ-centered faith. That faith includes a personal grasp of basic Christian beliefs; an active, ongoing relationship with God, rooted in prayer; obedience to Scripture; and, a commitment to growth in love, holiness, service and fellowship. Christian leaders should not be recent converts.
- **Jesus is Lord:** In short, the Christian leader is one who desires Jesus Christ to be Lord in all areas of life.
- **Servants:** Christian leaders are to be the servants of others, and be willing to help those in need.
- **Christian Growth:** Christian leaders make spiritual growth a continuing priority, reflected in Bible study, fellowship with other Christians, worship and involvement in Christian community.
- **Confession:** Christian leaders are able to confess and repent of their sins. They lead the church in demonstrating humility and the need for God’s grace.
- **Scripture is our authority:** Those who lead are teachers in the Christian community. They must teach with doctrine faithful to the Scriptures and the guidance of the Book of Confessions. They come under

the authority of the Bible in their own lives.

- Commitment to Local Church: Christian leaders at VPC are to be members of the congregation, regular in attendance of worship and faithful to the extra commitments their positions require.
- Stewardship: Christian leaders are to have a growing commitment to progressive and disciplined giving, proportional to resources. They are to be generous in giving of their time, talents and financial resources.

### Personal Standards

- Integrity: The Christian leader shall be committed to the highest ethical standards in both personal and professional conduct.
- Speech: Christian leaders speak the truth in love and are not quarrelsome. Their speech should reflect their commitment to Christ.
- Self-Control: The Christian leader exercises self-control in speech and action and is free from substance abuse (alcohol, drugs and other dependencies).
- Sexual Behavior: The Christian leader is committed to fidelity in the covenant of marriage between a man and a woman, and chastity in singleness.
- Distinctive Lifestyle: The Christian leader will demonstrate in lifestyle what is desirable in all believers, the fruit of the spirit: Love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control. Our leaders seek to illustrate a ministry of grace in their own lives.

### Leadership Standards

- Balance: The Christian leader makes an ongoing effort to balance quality relationships among family, occupation and church responsibilities.
- Concern for Others: Christian leaders have a heart for seeing people come to know Christ and develop their Christian walk; they cultivate an ability to share their faith.
- Commitment to Training Leaders: The Christian leader is committed to training others, encouraging them, and giving them opportunities to use their gifts.

I have read, understand and subscribe to the Biblical Standards for Christian Leaders as described above.

---

(Signature)

---

(Date)

**CPP Procedures**  
**Vienna Presbyterian Church**

**July 1, 2015**

## **SCREENING PROSPECTIVE EMPLOYEES AND VOLUNTEERS**

*See CPP, Section II, Screening Prospective Employees and Volunteers*

### **Employee Screening:**

Please see the VPC Employee Manual for screening procedures.

### **Volunteer Screening:**

Adult volunteers who have been active participants at VPC for six months or longer may serve with children or Vulnerable Adults, as defined in the CPP, by submitting to a screening process, which consists of:

- Completing an application (see Attachment 5) to include a copy of a photo I.D.
- Passing a criminal background check (to be repeated every five years)
- Providing three references
- Completing a VPC-approved sexual abuse prevention training prior to serving as a volunteer
- Interviewing with the appropriate ministry staff

With ministry manager approval, prospective volunteers may observe a class or event up to two times prior to completion of the screening process. During the observation period, the prospective volunteer does not count towards the Two-Adult Policy. Observation periods are not permitted on overnight events.

### **Youth Screening:**

Youth volunteers must be fully screened, as outlined above, excluding the criminal background check.

### **Camps, Annual and Special Events, Retreats, and Mission Projects:**

Volunteers must submit a completed application at least ten days prior to the event.

### **Tracking for Screening:**

Human Resources has overall responsibility for:

- Completing criminal background checks for all employees and adult volunteers
- Completing all reference checks for volunteers
- Oversight of tracking compliance with screening requirements for all employees and volunteers
- Housing relevant documents for all employees and volunteers

Ministry managers are responsible for ensuring that their volunteers are in compliance with screening requirements.

## TRAINING

*See CPP, Section III, Training*

VPC-approved sexual abuse prevention training for employees and volunteers must be completed every two years. Those volunteers who completed the VIRTUS sexual abuse prevention training are certified for five years from the time they completed the training. Ministry training should be completed annually.

**Pastors:** Pastors are responsible for understanding the content of the CPP and having a general knowledge of the related procedures.

- Pastors must be thoroughly familiar with the reporting procedure and their role in it (see Reporting Procedure: Pastors).
- Whenever they are unavailable, pastors must communicate to staff the person who is their designee for reporting purposes.
- Pastors must complete VPC-approved sexual abuse prevention training prior to installation, unless they have attended the training within the previous two years. Pastors must repeat sexual abuse prevention training at least every two years.

**Ministry Managers:** Ministry managers conduct annual training for their volunteers. This training includes a review of the entire CPP and the Procedures (see Appendix D) as they apply to each ministry, as well as other information necessary to carry out programming. Ministry managers are responsible for tracking annual ministry training of their volunteers.

- Annual training for Children's, Student, and Music Ministries should include, but is not limited to, procedures for:
  - Meeting screening requirements for volunteers
  - Reporting child abuse, neglect, sexual misconduct
  - Reporting a boundary crossing, safety issue, injury/health concern
  - Restroom use for children in second grade and younger
  - Check-in and check-out
  - Two-Adult Policy
  - Transportation
  - Media opt-out
  - Acceptable forms of discipline
  - Appropriate mediums for communication
- Annual training for Friendship Class includes procedures for:
  - Meeting screening requirements for volunteers
  - Reporting abuse, neglect, sexual misconduct
  - Reporting a boundary crossing, safety issue, injury/health concern
  - Two-Adult Policy
  - Transportation

**Employees:** Employees are responsible for understanding the content of the CPP and how to execute the procedures (see Appendix D).

- Employees should be trained to be aware of whom the designee is for the Director of Operations, pastors, and ministry directors for reporting purposes and how to complete an Incident Report Form (see Attachment 2).

- Employees should be able to answer questions about the CPP or refer questions to the appropriate ministry staff.
- All employees must complete VPC-approved sexual abuse prevention training within the first week of filling a position, unless they have attended the training within the previous two years. Employees must repeat sexual abuse prevention training at least every two years. Subsequent training may be required.
- Employees must be thoroughly familiar with the reporting procedure and their role in it (see Reporting Procedure: Employees).
- Employees will be trained in additional areas specific to their ministry.

**Church Officers:** Church officers must complete VPC-approved sexual abuse prevention training prior to installation, unless they have attended the training within the previous two years. Church officers must repeat sexual abuse prevention training at least every two years. Subsequent training may be required.

**Adult Volunteers and Youth Volunteers:** Volunteers must complete VPC-approved sexual abuse prevention training prior to becoming a volunteer, unless they have attended the training within the previous two years. Volunteers staying overnight at VPC sponsored events must complete the VPC approved sexual abuse prevention training *prior* to the event. Volunteers must repeat sexual abuse prevention training at least every two years. Subsequent training may be required. In addition to sexual abuse prevention training, volunteers shall attend annual training for their ministries. This training includes:

- A review of the CPP and the procedures (see Appendix D) as they apply to the ministry, as well as other information necessary to carry out programming.
- Instruction on reporting procedure and their role in reporting (see Reporting Procedure: Volunteers).
- Instruction in additional areas specific to their ministry.

**Human Resources:** Under the supervision of the Director of Operations, HR will stay current regarding the requirements of the Presbytery, the law, and VPC's insurance carrier to track compliance.

- Conduct Child Protection training as necessary to keep the staff informed about policy adjustments.
- Work with ministry directors and managers to ensure that procedures (see Appendix D) effectively comply with policy.
- Work with ministry directors and managers before special events to review safety procedures, prepare for any special or additional safety concerns an event may require, and track any lessons learned following the event.
- Staff may also coordinate to provide training from outside resources, especially in conjunction with the CYPC.

**Children:** Age-appropriate sexual abuse prevention curriculum will be presented annually at VPC to children in kindergarten through 12<sup>th</sup> grade. The Children's and Student Ministry Managers are responsible for scheduling this training.

**Tracking for Training:**

Human Resources has overall responsibility for:

- Oversight of tracking compliance with training requirements
- Housing relevant documents for all employees and volunteers

Ministry managers are responsible for ensuring that their volunteers are in compliance with training requirements.

## **GUIDELINES FOR WORKING WITH CHILDREN**

*See CPP, Section IV, Guidelines for Working with Children*

### **Two-Adult Policy:**

The Two-Adult Policy means there must be at least two non-related adult employees and/or volunteers to supervise all VPC-sponsored programs whether on or off campus. There should be at least two volunteers and/or employees per class or event space. At no time should an employee or volunteer be alone with an unrelated child without another child, volunteer, or employee present. The policy is designed for the safety of adults as well as children and Vulnerable Adults, and is required across all ministry areas with few exceptions.

The following safe practices are to be observed to the highest degree possible when working with children and/or Vulnerable Adults at VPC-sponsored events:

There must always be two non-related adults present when supervising one or more children and/or Vulnerable Adults at VPC events on campus or those events sponsored by VPC off campus. This rule is designed for the safety of adults as well as minors, and is required across all ministry areas with few exceptions (see guidelines for these cases below).

Compliance to the two-adult rule includes the following:

- There must always be two adults present when supervising one or more students.
- The adults must not be related family members (a married couple would be considered “related”)
- The adults should be in sight of each other at all times.
- A youth volunteer may serve as one of the adults with prior Family Ministry Director approval.

If a leader finds him/herself alone with one student for a ministry activity that was planned for a group, the activity should be canceled and the parent notified.

### Exceptions to the Two-Adult Policy:

The purpose of the two-adult rule is to ensure the actions of any one leader are known to at least one other leader. Guidelines for exceptions to the two-adult rule follow this intent—that even when only one leader is present; the actions of that leader are known and visible to others. This is accomplished by 1) communicating with other ministry staff, and 2) meeting in a visible and/or public location.

- ***Related Adults serving together in specific situations*** - During the main Sunday School hours, related adults may teach together on the 3<sup>rd</sup> floor and in the Friendship Class with Family Ministry Director approval.
- ***Communicating with other ministry staff*** – Before meeting with a student, the following information should be provided by the leader to the ministry manager (or designee): name of student, date and time of meeting, location, whether the student will be driven by the adult leader, names of any other youth or adults who will be attending, and information on how parental permission was obtained.
- ***Meeting in a visible and/or public location*** – Meetings should take place in a visible area in



a public place (e.g., coffee shop, restaurant, visible park area, etc.).

### *Related Family Members*

During the main Sunday School hours, related adults may teach together on the 3<sup>rd</sup> floor and in the Friendship Class with Family Ministry Director approval.

### *Students Serving as Youth Volunteers*

We encourage senior high school students to serve as leaders for students in younger grades. A youth leader may count as a one of the adults under the Two-Adult Policy if a non-related adult who is at least 18 and out of high school is also present and the meeting is held in a visible or public location. It is preferable for the second adult to be a more experienced person who can mentor the youth leader. Two youth leaders serving without any other adults present would not satisfy the two-adult rule.

In situations where only one class is being held in a room that is not visible to the public at large (including the preschool and childcare wing), a youth volunteer may not serve as one of the adult leaders.

### *Unplanned Situations with Only One Adult*

Occasionally, leaders will find themselves without another adult present due to unforeseen circumstances. A leader should never be alone with one student, except in prearranged and approved mentoring meetings.

If multiple students are present (e.g., 2 or more), supervision by one adult is acceptable in some cases. However, the following procedures must be followed when an adult is the lone adult in an unplanned situation:

- ***Immediately inform the ministry manager*** about the situation. Include information about where you are and who is present. The manager will advise the adult leader about what to do (e.g., cancel the activity, proceed with the activity, notify parents). The adult leader should also immediately contact the manager if the second adult leader arrives or when the students have been released from the activity to their parents.
- ***Remain in a visible location*** with an unobstructed window or open door if indoors.

### *Breakout Rooms*

If only one adult shows up to lead a Sunday morning class or a small group discussion, windows should be unobstructed (curtains or blinds open) and the door left open during the breakout time. The group leader should place him/her in visible sight of the entrance so that they are visible from outside the room. An adult leader should periodically walk by the breakout room to ensure the policies are in effect.

### **Restroom Use for Children Second Grade and Under:**

#### Sunday Mornings:

- Encourage parents to have their children use the restroom before and after class.

- If a child in second grade and under must use the restroom during Sunday school, they should go to the restrooms, whenever possible, with a peer and one employee or volunteer.
- The employee or volunteer who accompanies children to the restroom should ensure that suspicious or unknown individuals are not occupying the restrooms prior to allowing children to use the facilities. The employee or volunteer then waits in the public area outside of the restrooms for the children; when the children emerge, all return to class together.
- It is permissible for the remaining employee or volunteer to remain in the class space with multiple children for the duration of the restroom visit; they may call on a Children's Ministry employee, who may be floating from room to room, to assist with restroom supervision.
- Employees and volunteers assisting children younger than age five should leave the doors to the facility ajar. If using a single stall restroom, the bathroom door may be closed at the request of the child, but at all times the employee or volunteer must stand outside of the bathroom door.

Special Events at VPC: Restroom procedures for special events may be modified. However, they must reflect the intent of the CPP never to have a single employee or volunteer alone with an unrelated child in a non-public space, to make sure restrooms are safe for the child to enter, and to provide a comprehensively safe experience throughout the event, including restroom use.

Off campus VPC-Sponsored Activities: Restroom procedures for off campus VPC-sponsored activities may be modified. However, they must reflect the intent of the CPP never to have a single employee or volunteer alone with an unrelated child in a non-public space, to make sure restrooms are safe for the child to enter and exit, and to provide a comprehensively safe experience throughout the event, including restroom use.

### **Sign-in and Sign-out Procedures:**

The sign-in and sign-out procedures utilized by VPC are designed to ensure the safety of each child.

#### **Childcare Wing:**

- First time families complete the Nursery Registration Form and receive the *Information for Parents* brochure, both are available in the Childcare Wing. The first time parent will also receive a pager should the parent not have a cell phone.
- Returning families will use the electronic database to update information and print a name/code label. A pager will be given should the parent not have a cell phone.
- If a child arrives before the Nursery Supervisor, or if there is only one volunteer in the room, the parent is required to stay with the child.
- Children may not be left alone or with only one volunteer.
- The same parent should drop off and pick up the child. If a different parent or adult other than a parent is to pick up the child, the Supervisor in charge must be notified at check-in.
- When a parent arrives to pick up his/her child, compare the child and parent's security code on the label and ensure they are a match.

*Further information for the check-in and check-out procedures of the Childcare Wing can be found in the Childcare Handbook.*

### **Sunday School:**

Attendance is to be recorded for children, as well as for teachers and assistants, so that a record of all persons present for each class is maintained.

- **Pre-Kindergarten through 2<sup>rd</sup> Grade:** A parent who brings his/her child into the classroom doorway shall sign in both pre-registered and unregistered children, and shall include allergy information for the child and contact information for the parent, if applicable.
  - At the end of class, leadership should work together to ensure that no child leaves the room until she/he has been signed out by the parent.
  - At the beginning and end of class, a designated class teacher or assistant should be responsible for overseeing the sign-in and sign-out process.
- **3<sup>rd</sup> Grade and Above:** In grades three through twelve, participants may sign themselves in and out of class. Encourage families to have a designated meeting spot.

### **Activity Groups:**

Attendance is to be recorded for children, volunteers, and/or employees, so that a record of all persons present for each session is maintained.

- **Pre-Kindergarten through 2<sup>rd</sup> Grade:**
  - Participants are to be signed in and signed out by a parent or legal guardian.
  - Participants who will be signed out by a different individual require notification from a parent or legal guardian at sign-in.
  - Guest participants are welcome, and should be signed in by their host, including the name and phone number of an adult emergency contact.
  - The volunteer will add the name and emergency contact information for any child whose name does not appear on the roster.
- **3<sup>rd</sup> Grade and Above:** In grades four through twelve, participants may sign themselves in and out.

### **Private Meetings:**

Private meetings pertaining to a VPC sponsored activity or any activity on VPC property may include but not be limited to private music lessons, tutoring, lessons, and small groups. The following rules need to be followed when engaging in a private meeting with a child or youth:

- Meet in a public area; see *Public Areas on VPC Campus* section below.
- If a public area is not available, arrange for a third individual to be at the meeting (e.g. accompanist; the child's friend; the child's parent). If the third individual is an adult, they may sit outside the door of where the meeting is taking place.
- If a third individual cannot be arranged for the private meeting not occurring in a public area then the meeting must be canceled. (Please note that VPC does not recognize any financial responsibility for lost wages.)

If the private meeting occurs regularly, such as in the case of private music lessons, the following guidelines must be followed:

- Provide the legal guardian of the child with a Child Protection Policy for their review.
- Encourage the parent to stay for the lesson.
- Request a public room assignment with the VPC Office Manager.

### **Public Areas on VPC Campus:**

- Sanctuary
- Gathering Space
- Great Hall
- Chapel (with Chapel door and the hallway door open).
- Grapevine Bookstore
- Library (2<sup>nd</sup> Floor)
- Activity Center (3<sup>rd</sup> Floor)
- Conference Room (2<sup>nd</sup> Floor)
- Parlor (with Parlor door and the hallway door open).

### **Publishing Personal Information and Photos:**

Parents are to be given the opportunity to opt out their child from being featured in photos, videos, or audio recordings, or being identified by name in print and/or digital media annually at the beginning of the school year or as new students register. This can be done by completing a Media Opt-out Form (see Appendix B) and submitting it to the appropriate ministry employee.

Parents will also be given the opportunity to opt their child out of print and/or digital media on the registration form for a specific event. If the child is opted out of print and/or digital media on an event registration form, the opt-out only applies to that special event.

VPC cannot control the disclosure or use of photographs or video taken by participants at events that are open to parents and community members.

### **Electronic Communications with Youth:**

#### **Official VPC Social Media Outlets:**

Official VPC Media outlets are those bearing the branding of VPC and organized for broad communications. These groups are created and utilized by VPC Staff.

- **VPC Youth Facebook Fan Pages:** VPC Facebook Fan Pages(s) are to be used for communications around events and broad communications. All communications using VPC Facebook groups are to be focused on church-related events, and are not intended for employee or volunteer personal communications or agendas.
- **Twitter:** VPC Youth Twitter accounts are used for dissemination of VPC-related information only. Only VPC employees should use these accounts. At least two Student Ministries employees must be subscribed to and monitor the twitter feed at all times.
- **Group Texting Accounts:** VPC group texting accounts are used for dissemination of VPC-related information only. Only VPC employees should use these accounts. Youth may unsubscribe at any time. At least two VPC employees must be part of the group text distribution at all times.
- **Additional Official VPC Media Outlets:** Any additional VPC Electronic/social media outlets should follow the guidelines as outlined for other specific services as defined, to the greatest extent applicable.
- **Passwords:** Passwords for all VPC social media accounts should be stored on file with the IT coordinator so that they may be retrieved at any time. All official VPC social

media accounts should use strong passwords.

- **Account Linking:** Employees and volunteers should not link personal and VPC official accounts. Communications from personal and VPC outlets should be kept distinct. For broad communications (twitter, etc.) specific to a VPC Youth audience, they should be sent via the VPC sponsored twitter account. Postings or broadcasts (e.g. Tweets, Blogs, Tumblr posts, etc.) intended for personal or other non-VPC Youth audiences should not be re-broadcast to the VPC Twitter aliases by employees or volunteers unless specifically related to a VPC SM event (e.g. from an upcoming conference). Personal Blog information should not be cross-posted to VPC sponsored media outlets. Cross-posting or re-tweeting from Official VPC Social Media outlets on personal accounts is acceptable and encouraged, subject to the protocols contained within this policy.

#### **Emails Originating from VPC (@viennapres.org) Addresses:**

- Emails sent using @viennapres.org addresses to youth should include complete sender identification such as an identifying signature which includes name, official title (if applicable), phone extension and email address, plus the church name, address, contact information and website.
- Informational group emails sent to youth should be sent using blind copy or hidden distribution lists in order to prevent unauthorized sharing of email addresses. Emails intended for discussion need not use bcc: but should be clearly marked “confidential” or “please don’t forward” as appropriate.
- Forwarded emails including the names and email addresses of youth should be edited to eliminate originating distribution lists unless permission to share addresses has been granted.
- Employees should only send email to youth using VPC email accounts. Personal email accounts may not be used to communicate with youth except in case of emergency and VPC email is unavailable.
- Employees must retain email communication with youth for a minimum of three years.
- If volunteers working with VPC youth are granted a VPC email address, the same rules apply to those volunteers’ accounts as to employees’ accounts.

#### **Specific Guidelines for Electronic Communications with Youth:**

Adults who want to connect via a social networking website with students to whom they minister are encouraged to set up a private group that youth may join. Students requesting to “friend” an adult can then be invited to join this group to communicate. The purpose of the group is to create an environment for group communications that is not typically visible to the larger social media community.

- Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on all social networking profiles so as to prevent communications/posts from/with youth being distributed more widely.
- Adults may only submit “friend” requests to youth with whom they have established a relationship.
- If an adult chooses to communicate electronically with youth, the adult accepts that should a concern about a CPP violation arise or a question about student safety be raised, requests for full access to all aspects of that adult’s electronic correspondence may be made and access must be provided.

- Text messages should only be sent to youth where they have willingly provided their mobile number for texting purposes.
- Mobile phone numbers for youth should not be shared with others with whom the youth has not specifically given their number or granted consent for their number to be shared.
- Contact information gathering processes should allow students to opt-out of their mobile numbers being used for text communications.
- Text messages exchanged with youth should include other parties whenever possible (additional youth, employees or adult volunteers).
- Students should be made aware of guidelines and be encouraged to follow them.

### **Groups:**

- Closed groups, but not “hidden” groups, should be used for Student Ministries related groups (e.g. Confirmation, small groups, mission trips, etc.).
- Groups should have at least two unrelated adult volunteer/employee administrators as well as at least two youth administrators.
- Adult leaders of groups and former youth members who, due to departure, removal from position, or who are no longer eligible because they “aged-out” of a program, should be immediately removed from youth-specific digital communication with youth groups via social networking sites, list serves, group text, etc.
  - They may be invited to other VPC groups.
  - Certain public-facing “subscription-based” social media outlets (e.g. Facebook Fan pages, Twitter feeds.) are not able to be managed in this fashion.
  - Individual relationships (friends) are managed at the discretion of those individuals after amicable departure.
- A list of active groups should be maintained by Student Ministries. Volunteers creating groups for the purpose of ministry should notify Student Ministries employees of the groups.

### **Transportation:**

Volunteers and employees should not transport children without the presence of another individual. The Friendship Class may practice adapted procedures for transportation on a case-by-case basis.

Per VPC’s insurance carrier’s current parameters, drivers of insured owned vehicles, as well as non-owned or hired 12- to 15-passenger vans, must meet the following minimum qualifications:

- Not have any alcohol- or drug-related violations for the prior five years
- Have a valid U.S. driver’s license
- Be 25-70 years old, or if a staff member, be 21-70 years old
- Have no major moving violations for the prior three years
- Have no more than one at-fault accident for the prior three years
- Employees and volunteers driving their privately owned vehicle for VPC activities are required to carry personal auto liability coverage. The Commonwealth of Virginia requires the following minimum coverage:
  - Bodily injury/death of one person: \$25,000

- Bodily injury/death of two or more persons: \$50,000
- Property damage: \$20,000

When a volunteer or employee drives children or youth on behalf of VPC abide by the following safe practices:

- The number of passengers shall not exceed the number of seatbelts.
- Each person has her or his own seat and her or his own seatbelt.
- There is adequate space for luggage and equipment, which is stowed securely.
- Do not text and drive.
- Cell phone use, to include hands-free devices, while driving is approved for emergencies only.
- Alcohol and drug use is prohibited.

VPC reserves the right of final approval for all drivers.

### **Tracking for Transportation:**

Any volunteer who drives children, as defined by CPP, on behalf of VPC for special events must complete the VPC Transportation Application (see Attachment 6) and submit it to Human Resources (HR).

- The Transportation Application will be submitted to VPC's insurance company, and each applicant's driving record will be reviewed.
- Upon approval from VPC's insurer the volunteer or employee will be allowed to drive on behalf of VPC.

Human Resources has overall responsibility for:

- Oversight of tracking drivers' applications and submitting the applications to VPC's insurance company.
- Oversight of tracking approved drivers.
- Housing relevant documents for all employees and volunteers.

Ministry managers are responsible for ensuring that their volunteers are in compliance with VPC's transportation policies and procedures.

## **REPORTING AND RESPONDING**

*(See CPP, Section V, Reporting and Responding)*

### **Reporting and Responding to a Report of Child Abuse or Neglect**

Whenever there is an instance or suspicion that abuse or sexual misconduct toward or against a child may have occurred or may be occurring, it must be reported to the appropriate legal and church authorities.

#### Pastors:

- When you receive a report from someone, or you are the initiator of a report, call Child Protective Services (CPS) immediately at 1-800-552-7096. Then notify the Director of Operations (DO) immediately. This does not include the exceptions set forth in Appendix B: Virginia Code of Law.
- You also must notify the appropriate ministry director and ensure that an Incident Report Form (see Attachment 2) is completed and submitted to the DO within 24 hours.
- You may activate the VPC Response Team. One pastor will serve on the VPC Response Team, to develop a Plan of Action in response to the report.

#### Ministry Directors:

- When you receive a report from someone, or you are the initiator of a report, call CPS immediately at 1-800-552-7096. Then notify the Director of Operations (DO) immediately.
- You also must notify a pastor, and ensure that a completed Incident Report Form (see Attachment 2) is submitted to the DO within 24 hours.
- A ministry director will serve on the VPC Response Team, convened by Human Resources (HR), to develop a Plan of Action in response to a report.

#### Employees:

- When you receive a report from someone, or you are the initiator of a report, call CPS immediately at 1-800-552-7096. Then notify the appropriate ministry director, pastor or the DO immediately.
- Complete an Incident Report Form (see Attachment 2) and submit it to the appropriate ministry director or the DO within 24 hours.

#### Volunteers:

- When you receive a report from someone, or you are the initiator of a report, call CPS immediately at 1-800-552-7096. All volunteers must notify the appropriate ministry director, pastor or the DO immediately.
- Complete an Incident Report Form (see Attachment 2) and submit it to the appropriate ministry director or the DO within 24 hours.

#### Human Resources (HR):

- When you receive a report from someone, or you are the initiator of a report, call CPS immediately at 1-800-552-7096. Then notify the Director of Operations (DO) immediately.



- Ensure that a completed Incident Report Form (see Attachment 2) is submitted to the DO within 24 hours.
- Completed Incident Report Forms, after being seen by the DO, are submitted to you and treated confidentially.
- Upon receiving authorization from the DO contact the VPC Response Team (see Glossary).
- You will redact Incident Report Forms so that names of accused persons and alleged victims are not discernible prior to review by the VPC Response Team or Session.
- It is your responsibility to track incidents, be alert to patterns, and provide periodic statistical reports to CYPC and Session.

Director of Operations (DO):

When you receive a report:

- Contact CPS at 1-800-552-7096 immediately.
- Immediately notify a pastor and the appropriate ministry director.
- Ensure that a completed Incident Report Form (see Attachment 2) is submitted for your review within 24 hours, and subsequently filed with HR and treated confidentially.
- Contact an attorney, if appropriate.
- Ensure the VPC Response Team has been activated.
- Ensure that a parent(s) or legal guardians of any children involved in the incident are informed. If the parent(s) or legal guardians are the alleged perpetrator involved in the report they will be informed when appropriate.

When you are the initiator of a report:

- Contact CPS at 1-800-552-7096 immediately.
- Immediately notify a pastor and the appropriate ministry director, and complete an Incident Report Form (see Attachment 2) within 24 hours.
- The completed Incident Report Form is filed with HR and treated confidentially.
- Contact an attorney, if appropriate.
- Ensure the VPC Response Team has been activated.
- Ensure that a parent(s) or legal guardians of any children involved in the incident are informed. If the parent(s) or legal guardians are the alleged perpetrator involved in the report they will be informed when appropriate.

The DO, Pastors, and ministry directors, if they are unavailable, should have a known designee for reporting purposes.

Calls to CPS should never be postponed to gather additional information or to contact other individuals. CPS will discern when an investigation is warranted and will conduct the investigation. The church community does not investigate. Full cooperation with legal authorities is required.

Anyone has the right to report any incident of suspected child abuse or neglect directly to CPS at 1-800-552-7096.

Once the VPC Response Team is called, one member of the CYPC, as appointed by the CYPC Chair, presides over the team to ensure independence. The chair of the VPC Response Team

may at any time call upon the Session Executive Committee if the situation warrants. The VPC Response Team protocol shall include but is not limited to:

- Following the Response Team Suggested Guidelines (see Attachment 3) while developing a Plan of Action.
- Recommending immediate action to eliminate any dangerous or potentially dangerous situation.
- Designating a record keeper to keep a log of all communications and meetings of the VPC Response Team.
- Creating a Plan of Action (see Attachment 4).

The agreed upon and signed Plan of Action will be submitted to the specific ministry director, overseeing Pastor, the parties responsible for implementation, the DO and HR. At this point the VPC Response Team has concluded their work and all documents will be filed with HR in a secure location. CYPC and Session will be informed of the suggested Plan of Action. The names and any other identifying information of those involved will be redacted from the report(s).

At completion of the allotted time period, CYPC will follow-up with the responsible parties and ensure the suggested Plan of Action has been completed or will collect a report of the alternative actions taken. Session will be informed when the Plan of Action is completed.

In the case where an allegation is made against anyone who has a role in the reporting process, that person is omitted from the process. Reports should be communicated to an alternative volunteer, employee, director, or pastor.

### **Reporting and Responding to a Report of Concern Regarding Inappropriate Behavior or Boundary Crossing**

There may be instances that do not fall into the category of abuse or neglect, but which may impact the nurturing and safety of the children under VPC's protection.

#### Pastors:

- When you receive a report from someone, or you are the initiator of a report, you should notify the Director of Operations (DO) within 24 hours.
- You also notify the appropriate ministry director and ensure that an Incident Report Form (see Attachment 2) is completed and submitted to the DO within the same 24 hours.
- You may activate the VPC Response Team. One pastor will serve on the VPC Response Team to develop a Plan of Action in response to the report.

#### Ministry Directors:

- When you receive a report from someone, or you are the initiator of a report, you should notify the DO within 24 hours.
- You also notify a pastor, and ensure that a completed Incident Report Form (see Attachment 2) is submitted to the DO within the same 24 hours.
- A ministry director will serve on the VPC Response Team, convened by HR, to develop a Plan of Action in response to a report.

### Employees:

- When you receive a report from someone, or you are the initiator of a report, you should notify the appropriate ministry director, pastor, or DO within 24 hours.
- Complete an Incident Report Form (see Attachment 2) and submit it to the appropriate ministry director, pastor, or DO within the same 24 hours.

### Volunteers:

- When you receive a report from someone, or you are the initiator of a report, you should notify the appropriate ministry director, pastor, or DO within 24 hours.
- Complete an Incident Report Form (see Attachment 2) and submit it to the appropriate ministry director, pastor, or DO within the same 24 hours.

### Human Resources (HR):

- When you receive a report from someone, or you are the initiator of a report, you should contact the DO within 24 hours.
- Ensure that a completed Incident Report Form (see Attachment 2) is submitted to the DO within the same 24 hours.
- Completed Incident Report Forms, after being seen by the DO, are submitted to you and treated confidentially.
- Upon receiving authorization from the DO, contact the VPC Response Team (see Glossary).
- You will redact Incident Report Forms so that names of accused persons and alleged victims are not discernible prior to review by the VPC Response Team or Session.
- It is your responsibility to track incidents, be alert to patterns, and provide periodic statistical reports to CYPC and Session.

### Director of Operations (DO):

When you receive a report:

- Notify a pastor and the appropriate ministry director within 24 hours.
- Ensure that a completed Incident Report Form (see Attachment 2) is submitted for your review within the same 24 hours, and subsequently filed with HR and treated confidentially.
- Ensure the VPC Response Team has been activated.
- Ensure that a parent(s) or legal guardians of any children involved in the incident are informed. If the parent(s) or legal guardians are the alleged perpetrator involved in the report they will be informed when appropriate.

When you are the initiator of a report:

- Notify a pastor and the appropriate ministry director, and complete an Incident Report Form within 24 hours.
- The completed Incident Report Form is filed with HR and treated confidentially.
- Ensure the VPC Response Team has been activated.

- Ensure that a parent(s) or legal guardians of any children involved in the incident are informed. If the parent(s) or legal guardians are the alleged perpetrator involved in the report they will be informed when appropriate.

The DO, Pastors, and ministry directors, if they are unavailable, should have a known designee for reporting purposes.

Once the VPC Response Team is called, one member of the CYPC, as appointed by the CYPC Chair, presides over the team to ensure independence. The chair of the VPC Response Team may at any time call upon the Session Executive Committee if the situation warrants. The VPC Response Team functions shall include but is not limited to:

- Following the Response Team Suggested Guidelines (see Attachment 3) while developing a Plan of Action.
- Recommending immediate action to eliminate any dangerous or potentially dangerous situation.
- Designating a record keeper for the duration of the Response Team to keep a log of all communications and meetings of the VPC Response Team.
- Creating a Plan of Action (see Attachment 4).

The agreed upon and signed Plan of Action will be submitted to the specific ministry director, overseeing Pastor, the parties responsible for implementation, the DO and HR. At this point the VPC Response Team has concluded their work and all documents will be filed with HR in a secure location. CYPC and Session will be informed of the suggested Plan of Action. The names and any other identifying information of those involved will be redacted from the report(s).

At completion of the allotted time period, CYPC will follow-up with the responsible parties and ensure the suggested Plan of Action has been completed or will collect a report of the alternative actions taken. Session will be informed when the Plan of Action is completed.

In the case where an allegation is made against anyone who has a role in the reporting process, that person is omitted from the process. Reports should be communicated to an alternative volunteer, employee, director, or pastor.

Attachment 1

MEDIA OPT-OUT FORM

Please submit a separate form annually for each child you are opting out.

We may feature your child in photos, videos, or audio recordings, or identify them by name in print and/or digital media. We will assume that we have your permission to do so unless you indicate otherwise by checking the box below.

Do not use photos, videos, or audio recordings of my child, or my child's name in any media.

*Please note: VPC cannot control the disclosure or use of photographs or video taken by participants at events that are open to parents and community members. We encourage all parents to use social media sites responsibly.*

Child's FULL NAME \_\_\_\_\_

Child's Birth Date \_\_\_\_\_

Parent(s)' FULL NAME \_\_\_\_\_

Home Address \_\_\_\_\_

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

Parents' E-mail Address \_\_\_\_\_

Name of Person Submitting Form \_\_\_\_\_

Parent(s)' Signature \_\_\_\_\_

Date \_\_\_\_\_

Updated 5/1/2012

## Incident Report Form

This form should be completed to report any injury on church property or off campus for a VPC sponsored event, safety issues, concerns regarding inappropriate behaviors or boundary crossings, or suspicions or allegations of abuse or neglect. If this form concerns boundary crossings or allegations of abuse, it is considered CONFIDENTIAL and should be submitted immediately to the appropriate ministry director, a pastor, Human Resources or the Director of Operations. At no time will this report be delayed to gain additional details. Confidential reports will not be copied except at the direction of the Director of Operations or HR. All staff and adult volunteers are required by VPC and by law to report any situation which presents a clear instance of suspicion of abuse or neglect of a child, youth, or vulnerable adult.

Office Use Only		
	Date	Initials
<input type="checkbox"/> Confidential	_____	_____
Committee Oversight Needed:		
<input type="checkbox"/> Staff Committee	<input type="checkbox"/> CYPC	
<input type="checkbox"/> AOT	<input type="checkbox"/> FMT	

<b>Type of Incident:</b>	<input type="checkbox"/> Allegation of Abuse or Neglect	<input type="checkbox"/> Boundary Crossing	<input type="checkbox"/> Safety Issue	<input type="checkbox"/> Injury or Health Concern	<input type="checkbox"/> Other Concerns
--------------------------	---	--	---------------------------------------	---	---

Date of Incident:	Time of Incident:
-------------------	-------------------

Reporting Person (First and Last Name):
---

Location of Incident:
-----------------------

Describe the incident(s) as reported, including the first and last name(s), ages, and relationship to VPC of those involved in the incident:
--

Was any action taken at the time of the incident(s)? If so, please explain:
---

Additional information:
-------------------------

(Attach separate sheet if necessary.)

Name:	Signature	Date:
-------	-----------	-------

Name of person(s) reporting incident (if different than individual completing the form):	Signature	Phone:
---	-----------	--------

Disposition of Incident:
--------------------------

Office Use Only		
<b>Incident Report Form Reviewed By:</b>		
	Date	Initials
Director of Operations	_____	_____
Human Resources	_____	_____
Committee Oversight	_____	_____
	_____	_____

## Response Team Suggested Guidelines

A Response Team may be activated at the request of VPC leadership in order to provide an unbiased, confidential incident review and suggested Plan of Action. Because the nature of incidents varies widely, these steps are meant to serve as guidelines with the understanding that adaptations may occur due to circumstances. The VPC Child Protection Policy and its' Procedures should be consulted throughout the process.

### Assess

- Collect first-person statement(s), including a timeline within the first 24 hours. If police or Child Protective Services are involved, cooperate fully with their instructions.
- Recommend immediate action to eliminate any dangerous or potentially dangerous situation (i.e. rope off the playground or give administrative leave).
- Provide assistance to individuals involved in obtaining counseling services or referrals for additional resources as needed.

### Notify

- Identify and contact appropriate personnel, families and entities. These may include:

police / Child Protective Services	legal counsel
church / pastors / Session Exec Comm	communications consultant
affected families	insurance carrier

### Review

- Conduct a fact-finding review of the incident(s) and determine areas of concern, where changes are needed to the current system or policy, or where human error occurred.
- Document all Response Team discussions, meetings and findings.

### Inform

- Release information through one source. Protect the privacy of ALL involved.
- Consider legal counsel prior to media contact or prior to giving statements beyond the Response Team, Leadership Team or Session.

### Correct

- Prepare a Plan of Action that addresses the issues discovered in the review.

### Report

- Submit the suggested Plan of Action to the specific ministry director and overseeing Pastor, the parties responsible for implementation, the Director of Operations and HR Specialist.
- Inform the CYPC and Session of the Plan of Action.

### Check

- At completion of allotted time period, follow-up with responsible parties and ensure the suggested Plan of Action has been completed and note any alternative actions taken.
- Report back to the CYPC and Session regarding the completed Plan of Action and determine its effectiveness.

Attachment 4

**Recommended Plan of Action – Response Team**

- I. Brief summary of incident including date and ministry involved. Names are not necessary in this portion.
- II. Response Team meeting dates and notes regarding any variation to suggested format.
- III. Plan of Action should include specific strategies and responsible parties can be named. This recommendation can be multiple pages and the timeline(s) can be specific dates or as suggested.

<b>Corrective Action</b>	<b>Strategies</b>	<b>Who is Responsible</b>	<b>Timeline</b>
i.e. Improve Procedures	•		Immediate Implementation
Additional safety measures to be taken	•		90 days from Plan of Action approval
CYPC Support Committee	•		90 days from Plan of Action approval

VI. Signature of Plan of Action approval:

Chair of Response Team: \_\_\_\_\_ Date: \_\_\_\_\_

Ministry Director or Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Confirming Satisfactory Implementation:

CYPC Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(90 days from POA approval)



Attachment 5  
**Vienna Presbyterian Church**  
**Ministry Volunteer Application Form**  
**124 Park Street NE • Vienna, VA 22180**  
**703.938.9050 • viennapres.org**

Office Use Only		
	Date	Initials
App Received	_____	_____
Refs Checked	_____	_____
Background Completed	_____	_____
Abuse Safety	_____	_____
Final Approval	_____	_____
Form updated 8/1/2014		

**This application is to be completed by all volunteers who desire a volunteer position with VPC. This form is being used to help the church provide a safe, nurturing, Christian environment for those who participate in our programs and use our facilities.**

Once your application is complete, sign and place in a sealed envelope addressed to the attention of Human Resources at VPC. Return either by US Mail, or during business hours, to the receptionist's desk on the 2<sup>nd</sup> floor.

To protect your privacy we suggest you do not FAX the completed form to the church.

<b>Section A: To be completed by all applicants.</b>	
Name:	
Complete Address:	How long at this address?
Complete Previous Address (if you have resided at your current address less than 2 years):	
List any additional counties in which you have resided in the last 10 years:	
Primary E-mail:	Home Phone:
Alternative E-mail:	Cell Phone:
	Work Phone:
How long have you been attending VPC?	VPC Member <input type="checkbox"/> Non Member <input type="checkbox"/> Regular Attendee <input type="checkbox"/>
If applicable, list the name and address of other churches you attended regularly during the past 5 years (not including VPC):	
Please list any VPC activities in which you have been or are currently involved over the past 5 years:	
Please list any leadership/volunteer experience:	
Please list any talents, training, education, etc. that would help enrich the lives of children:	
Please choose your grade preference; check all that apply:	
Birth-4 years <input type="checkbox"/> 5-8 years <input type="checkbox"/> 9-14 years <input type="checkbox"/> 15-18 years <input type="checkbox"/> Friendship Ministries <input type="checkbox"/> ESOL <input type="checkbox"/>	

<b>Section B: To be completed by all applicants.</b>	
<b>Name:</b>	
<b>Personal References:</b> Give the name, address, phone numbers, and e-mail of 3 people who are not relatives and who have known you for at least one year. At least one reference must be someone not connected to Vienna Presbyterian Church.	
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:
<b>Please list your reference NOT connected to VPC below.</b>	
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:
<b>(If you are age 17 and younger please skip the rest of this section and move to Section C.)</b>	
<i>If you are age 18 and older, upon receipt of your completed volunteer application you will receive an email containing a link. Please follow the link to confidentially enter your information for a criminal background check.</i>	
If you are age 18 and older, have you been convicted of or pled guilty to or no contest to any traffic violations in the last five years? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes, please explain.	
If you are age 18 and older, have you ever been charged or convicted of a crime? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If yes, when and please explain the conviction. A criminal conviction will not necessarily be a bar to volunteering.	
<b>Applicant's Statement:</b>	
The information provided in this application is correct and complete to the best of my knowledge. I authorize VPC to contact the churches and references provided regarding my character and ability to work in the VPC Community. I authorize Vienna Presbyterian Church to conduct a criminal background investigation as a condition of my volunteering. I understand that any information pertaining to the criminal background check will remain confidential and the property of Vienna Presbyterian Church.	
I agree to follow the Child Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of VPC. I understand that any violation of this policy, including the Code of Conduct, may result in my termination of volunteer service.	
Applicant's Printed Name:	
Applicant's Signature:	Date:
<b><u>Please supply a photographic identification to be attached to this form (a copy of valid driver's license or photo if no license issued).</u></b>	
<b>Section C: To be completed by all applicants age 17 and younger.</b>	
DOB (mm/dd/yy):	
<b>Applicant's Statement:</b> The information provided in this application is correct and complete to the best of my knowledge. I agree to follow the Child Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of VPC. I understand that any violation of this policy, including the Code of Conduct, may result in my termination of volunteer service.	
Applicant's Printed Name:	
Applicant's Signature:	Date:
<b>Parental Consent:</b> I give permission for my child, _____, to volunteer at Vienna Presbyterian Church.	
Parent's Printed Name:	
Parent's Signature:	Date:

Attachment 6  
**VPC Transportation Application**  
**Vienna Presbyterian Church**  
**124 Park Street NE • Vienna, VA 22180**  
**703.938.9050 • viennapres.org**

Office Use Only		
	Date	Initials
App Received	_____	_____
Final Approval	_____	_____
Form updated 5/1/12		

This application is to be completed by all volunteers who will be driving on behalf of Vienna Presbyterian Church.

Once your application is complete, sign and return to VPC either by US Mail or, during business hours, to the receptionist's desk on the 2<sup>nd</sup> floor in a sealed envelope to the attention of Human Resources.

Name:	
Complete Address:	
Primary E-mail:	Home Phone:
Alternative E-mail:	Cell Phone:
	Work Phone:
Please check the correct box:    VPC Employee <input type="checkbox"/> Volunteer <input type="checkbox"/>	
Date of Birth:	
Driver's License Number:	State of Issue:
<b>Applicant's Statement:</b> The information provided in this application is correct and complete to the best of my knowledge. I authorize VPC to obtain my driving record. I certify that I am an adult holding a driver's license, and that my personal vehicle is adequately insured for the state in which it is registered.	
Applicant's Printed Name:	
Applicant's Signature:	Date: