

Presbyterian Church of Novato
710 Wilson Ave., Novato, CA 94947

PCN SAFE CHURCH POLICY

**(Safe Church Misconduct and
Abuse Prevention Policy)**

September 1, 2026

This policy replaces the PCN Safe Church Misconduct and Abuse Prevention Policy of March 2022. It incorporates information from The Presbytery of The Redwood's January 10, 2023, Sample Children and Youth Protection Policy in addition to PCN-specific requirements. It was approved by the PCN Session on September 6, 2023. (Editors: Melodie Baird, Elder & Sydney Fletcher, Director of Family Ministries and PCN's Safe Church Coordinator)

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Policy Statement

It is the policy of the Presbyterian Church of Novato (PCN) that all pastors, leaders, teachers, employees, contractors, members, and volunteers of PCN always maintain the integrity of ministerial, employment, professional, and personal relationships.

We will make disciplined specific efforts to protect every person of any age, especially children and youth, receiving care from this church from harm, including sexual misconduct, child abuse or neglect (Appendices A and C), or abuse of any nature. This church's spiritual and secular policy is to provide spiritual, physical, and emotional safety to all. Appendix B provides examples of appropriate affection and other behavior. Appendix L outlines additional child protection protocols and policies.

It is never permissible or acceptable for anyone to engage in sexual misconduct or-abusive behavior. It is equally unacceptable for anyone to retaliate against someone for reporting such abuse.

PCN understands the responsibility placed on our church by parents who entrust children to our care. Any person known to pose a threat to children or youth will be prohibited from employment or volunteering at PCN. We are determined to protect children and youth.

In cooperation with California laws, PCN **prohibits registered sex offenders** from working with children or youth or being in close proximity to ministries with children or youth. This church also **prohibits the following persons** from working with children or youth or being in their close proximity (except for church intergenerational activities): anyone who has been convicted of a violent crime, any sexual offense (even if not registered as a sex offender) or has consented to the entry of a court order involving the same.

Care should be taken before allowing such persons to hold a PCN office as such a role could involve supervision or ministries with children or youth and/or conflict with duties as a mandated reporter.

A copy of this policy will be given to all PCN employees, administrators, and regular volunteers. Each recipient shall be required to sign a statement (Appendix K) acknowledging that they have received a copy of this document, have read it, understood it, and agree to conduct themselves in accordance with this policy. Copies of this policy will also be made available in the Church office and on the PCN website for members and volunteers.

Training on Child Abuse & Neglect Identification and Reporting

The Book of Order requires church members engaged in ordered ministry and any certified Christian educator employed by this church to “report knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation of a minor” (G-4.0302 Mandatory Reporting).

Child abuse and neglect, as defined in the Child Abuse and Neglect Reporting Act (CANRA), includes physical abuse, sexual abuse (including both sexual assault and sexual exploitation), willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions).

1. California Business & Professional Code section 18975 requires an administrator, employee, or regular volunteer of a youth service organization to complete training in child abuse and neglect identification and training in child abuse and neglect reporting. A “youth service organization” means an organization that employs or utilizes the services of persons who, due to their relationship with the organization, are mandated reporters. “Administrators” means ministry leaders, including but not limited to clergy, ruling elders, and deacons.
2. An administrator, employee, or *regular* volunteer of PCN shall individually complete training in child abuse and neglect identification and training in child abuse and neglect reporting consistent with Business and Professions Code 18975(a). The California-specific training will cover types of abuse and neglect, what the law requires of mandated reporters, how to spot evidence of child abuse, examples of different kinds of abuse, how to report abuse, what happens after a report is filed, and much more. (See Appendices C, D, and E for further details.)
3. Before employment or volunteering, persons must complete the free, self-administered training available at <https://mandatedreporter.ca.com>, and a certificate of completion must be returned to The Safe Church Coordinator.
4. Administrators and Employees must complete the General Training (2 hours). Employees will be paid for the training.
5. Pastors must also complete additional training specific to the clergy.
6. Regular volunteers are required to complete the Volunteers Training (2 hours).
7. Waivers may be granted for those who have recently completed this training or similar professional training and have a certification of completion, at the discretion of the Session.
8. Volunteers who work with or supervise children or youth regularly shall also complete an online training course provided by the Church on recognizing the common grooming behaviors of sexual offenders.

Safe Church Policy Training

PCN will ensure that all mandatory-reporters, Sunday School teachers, employees, administrators, and all regular volunteers working with children and youth are trained on this policy within six months of its adoption and every three years thereafter, at a minimum. Newly ordained mandatory reporters (such as elders and deacons), new Sunday School teachers, employees, and regular volunteers

working with children and youth will be trained within 6 months of their ordination, employment, or their volunteer work.

Screening Procedures

All employees, administrators, and regular volunteers who work with children under 18 in our programs and activities will be screened.

1. Before consideration, all candidates seeking a regular volunteer position that involves working with children or youth should meet the following criteria:
 - a. Be a member or active attendee of PCN for at least six months prior to starting such activities. Active attendees are required to submit a statement of faith for review and approval by the Christian Education Committee.
 - b. Be at least 14 years of age. Adult supervision of all minor volunteers is required. Minor volunteers of any age must never be left alone with children or youth.
2. Before consideration, all candidates seeking a volunteer position that involves working with children or youth will complete and return the Children and Youth Ministries Application Form – Adults (Appendix F) or the Children and Youth Ministries Volunteer Application Form – Minors (Appendix G).
3. If the individual appears to be an appropriate candidate for the ministry position, the ministry leader, or designee, will check at least two references to confirm the candidate's information on the ministry application.

Background Check Guidelines

Under Section 11105.3 of the Penal Code, all employees, administrators, and regular volunteers shall undergo a background check to identify and exclude from employment or volunteer work with PCN any persons who have been determined by the California Department of Justice (DOJ) or FBI to have a history of child abuse or other disqualifying convictions.

Before a background check is conducted, all employees, administrators, and regular volunteers will be asked to complete and sign a Consent to Background Screening allowing PCN to run the check (Appendix I). Individuals must sign the authorization form to continue employment or serve as regular volunteers.

What constitutes a disqualifying offense that will keep an individual from employment or volunteer work will be determined by the Safe Church Coordinator based on guidance provided by the DOJ or FBI. Generally, convictions for an offense involving children or crimes involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work or volunteer with children. Failure to disclose a criminal conviction on the application form will also be disqualifying. Under privacy laws, the background check result will not be disclosed to any applicant. However, the applicant may contact the FBI directly for their records.

The background screening authorization form (Appendix I) and results will be permanently maintained in confidence on file at PCN by the Safe Church Coordinator, who is the authorized Custodian of Records.

After the ministry leader or designee contacts references and the background checks have been completed, they will interview the candidate.

Pre-Employment Screening

The same procedures outlined in Screening Procedures and Background Check Guidelines above also apply to all potential employees, regardless of the ministry position for which they are being considered. (Applicable state or local law may regulate at which time during the hiring process and to what extent an employee may ask about an employment applicant's criminal history.)

1. Completion of the Pre-Employment Screening Certification Questionnaire is required (Appendix H).
2. When indicated by our screening procedures, employment candidates who pose a threat to children or youth will be removed immediately from consideration for employment anywhere within our organization.

Reporting Abuse

Mandated reporters must report known or suspected instances of child abuse or neglect to a county child welfare department, child protective services, or local law enforcement (police or sheriff's department) immediately by phone. A written report must be sent within 36 hours by fax or electronically (if available). Written reports must be submitted on the California Suspected Child Abuse Form 8572. This form can be found in Appendix E and/or at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf.

If child abuse is suspected, employees and administrators must also report the incident to the ministry leader and head of staff so that PCN may ensure that the incident is reported to persons or entities outside of PCN including the reporting required by Section 11165.9 of the Penal Code. Volunteers working with children, while not mandated reporters are strongly encouraged to report any suspected cases of abuse or neglect. If questions about reporting procedures arise, please consult with the ministry leader or head of staff.

Regarding any allegations against a member of the Presbyter, consultation with the Mission Presbyter/Stated Clerk is required as soon as possible.

Ministry Response to Allegations of Abuse

1. This ministry organization considers any allegation of abuse or neglect a serious matter. Each situation will be thoroughly investigated first through civil authorities, then by ministry leaders following consultation with qualified legal counsel. The ministry will not interfere with a pending law enforcement investigation.
2. Employees who are the subject of an investigation will be removed from their position pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated, consistent with the established employment practices of this ministry.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.
4. This ministry will permanently remove any employees or volunteers from all activities related to the organization if they are found guilty of abuse or molestation.

Response to Law Enforcement and News Media

1. All ministry leaders, employees, and volunteers of PCN will cooperate fully with law enforcement or governmental agencies investigating abuse and neglect.

2. One individual will be the designated spokesperson to handle all inquiries from the news media. The spokesperson will be the only person to convey information concerning allegations, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the individuals involved.

Outside Organization's Volunteers

PCN will not be responsible for the volunteers of outside organizations, for example, Boy Scouts, Girl Scouts, etc. It is the responsibility of those organizations to screen and monitor their volunteers. At any point in time if there is questionable behavior of volunteers that disrupt or distract from the work and mission of our church the organization may be asked to find an alternative place to meet.

Compliance and Distribution

This policy will be given to all currently serving (active) teaching and ruling Elders and Deacons, commissioned lay pastors, employees, and volunteers working with children and youth. Each recipient shall be required to sign a statement (Appendix K) acknowledging that they have received a copy of this document, read, and understand it, and agree to conduct themselves in accordance with this policy.

It is the intent of this policy to be at minimum consistent with the policy, guidelines, and expectations of the Presbytery of the Redwoods, and the Presbyterian Church (USA).

Record Keeping

PCN is committed to good record keeping including, but not limited to, files on ministers, employees, and volunteers involved in children or youth activities. The locked files should contain, as appropriate, applications for employment/volunteer work, background checks, references' responses, signed Acknowledgment Receipts, required training completed, and all other applicable documents, except records which may be required, by law, to be kept in separate files. Good faith effort will be made to follow this policy and to maintain the security and confidentiality of these records.

Access to any information obtained from background searches shall be limited to the PCN Pastor, the Safe Church Coordinator appointed by Session, and-specific officers of Presbytery of the Redwoods and legal counsel for such persons and entities.

Violation of Policy or Procedures

1. Ministry workers and volunteers must promptly notify their ministry supervisor when they or others violate the procedures mandated by this policy.
2. Ministry coordinators, supervisors, and ministry leaders who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In assuring compliance with this policy, removing workers from their positions or ending employment may become necessary.

Appendix A – Definitions

For purposes of this policy, the terms *minor, child, children, or youth* includes all persons under the age of eighteen (18) years.

1. **Sexual Misconduct** is a broad term used in this policy to include, but is not limited to:
 - a. Child sexual abuse as defined in #2 below.
 - b. Rape or sexual contact by force, threat, or intimidation.
 - c. Sexual malfeasance -- a breach of trust by a religious leader misusing that office/position to have sexual activities within a ministerial or professional/leadership relationship;
 - d. Production, accessing, or distribution of pornography; or viewing pornography on PCN computers or on PCN premises.

In the professional context, mutual expressions of affection do not abrogate the abusiveness of the relationship, for true consent may be considered, by definition, impossible between a professional and a person in that professional's care.

2. **Child Sexual Abuse** includes, but is not limited to:
 - a. Any sexual contact (may or may not involve touching) or sexual interaction between a child (under the age of eighteen years) and an adult.
 - b. Any use of a child for the sexual stimulation of an adult, a third person, or the child;
 - c. Any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult and a child, as deemed inappropriate by any reasonable adult.
3. **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in PCN; or,
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or,
 - c. Such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working (either employment or volunteer-based) environment based on the declared judgment of the affected individual. Lack of intent to harass is no defense.

Examples of sexual harassment include, but are not limited to:

- i. Verbal: sexual innuendoes, risqué jokes, sexually suggestive or insulting questions, comments, or sounds, jokes or teasing of a sexual nature, sexual propositions, or threats, continuing to make sexual advances or comments, or otherwise expressing personal interest after being informed that the interest is unwelcome, sexual remarks regarding clothing, body, or love life, or any type of subtle pressure for sexual activity.

- ii. Visual: sexually suggestive or gender derogatory objects, pictures, computer software, posters, or letters; leering, whistling, or obscene or sexually suggestive gestures.
 - iii. Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding, or blocking movement, sexual intercourse, or assault.
 - iv. Encouraging attitudes or patterns of verbal, visual, or physical conduct (may or may not be obviously directed at a particular person) which may be reasonably perceived as tending to legitimize, rationalize, or make light of unwanted sexual advances.
- 3. **Misuse of technology** involves the use of technology that results in sexually harassing or abusing another person, including texting, or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on-PCN property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.
- 4. **Volunteer** is any person who provides services for PCN without financial or material remuneration. (The volunteer may or may not be a member of PCN.)
 - a. Regular Volunteer: Any volunteer who is 18 years of age or older and who has direct contact with or supervises children for more than 16 hours per month or 32 hours per year.
 - b. Occasional volunteer: Any volunteer who is 18 years of age or older, has contact with children, and works less than 16 hours per month or less than 32 hours per year.
- 5. **Employees** include all employees, whether they work with children or not, including seasonal, and part-time employees.
- 6. **PCN Safe Church Coordinator** is the person designated by the Session, and recorded in the minutes, who is approved by Session to:
 - a. Follow up on references, a task that can be shared by the Pastor and/or a designated Session member;
 - b. Receive background check information (e.g., technical background checks, references, and similar required information within the guidelines of this Policy) of administrators, volunteers, or employees whose clearance goes through Session; and
 - e. Respectfully and confidentially handle all PCN misconduct and abuse-related confidential information (including Suspected Child Abuse reports and any related appropriate documentation) as outlined in this Policy.
- 10. **Mutual Consent** is not possible when one party is a clergy/professional lay leader in a pastoral, counseling, employer, or leadership position within PCN, related organization, or sponsored activity in which the other party is a parishioner, member, counselee, employee; or when one of the parties is a child. Ordinarily, Ruling Elders or Deacons would not be considered to have a power differential complication when dating a mutually consenting adult member of the same church. Consultation with the Presbytery Committee on Ministry is encouraged if there are questions.

11. **Mandated Reporter** is a person who is required by law to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid.
12. **Administrator** is a person whose position involves helping to organize and supervise the way that an organization or institution functions. Pastors, Ruling Elders, and Deacons are considered administrators and thus mandated reporters under current California law. (See Youth Service Organization)
13. **Youth Service Organization** is an organization that provides opportunities for youth to give their time and talent to improve their communities and the world. PCN has activities that involve direct supervision of children and employs or utilizes the services of persons who, due to their relationship with the organization, are mandated reporters pursuant to paragraph (7) of subdivision (a) of Section 11165.7 of the California Penal Code. (See also California's Business and Professions Code section 18975).
14. **Custodian of Records** is the person responsible for the security, storage, dissemination, and destruction of the criminal records furnished to PCN and serves as the primary contact for the California Department of Justice.

Appendix B

Examples of Appropriate and Inappropriate Behavior and Best Practices

PCN is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries, one that protects our children and youth from abuse, and PCN administrators, employees, and volunteers from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise, that decision is left to each individual. It also allows for proper behaviors and thus allows PCN administrators, employees, and volunteers to comfortably show positive affection in ministry yet identify individuals who are not maintaining safe boundaries with children or youth. The following guidelines are to be carefully followed by all administrators, employees, and volunteers working around or with children or youth. Love and affection are part of PCN life and ministry.

There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some **positive** and **appropriate** forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives", "knuckle-bumping" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders, and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities.)

The following forms of affection are considered **inappropriate** with children and youth because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be sexual abuse.

- Full frontal or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Occupying a bed with a child or youth.
- Touching the knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.

- Any type of massage given by a child or youth to an adult, individually or in groups.
- Any type of massage given by an adult to a child or youth, individually or in groups.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touches of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.
- Frequent calling visits.
- Frequent phone conversations.
- Extended time together.

The following acts are **absolutely prohibited** during any congregational or PCN-related activity for children and youth.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
- Sexual advances or sexual activity of any kind between any adult and a child or youth.
- Infliction of physically abusive behavior or bodily injury to a child or youth.
- Physical neglect of a child or youth, including failure to provide adequate supervision in relation to congregational activities. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
- Causing mental or emotional injury to a child or youth.
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child or youth.
- Possessing or accessing obscene or pornographic materials at any congregational activity.
- Possessing illegal drugs or being under the influence of any illegal drugs.
- Consuming or being under the influence of alcohol while participating in any congregational activity designed for children and youth.
- Carrying any type of weapon.

4. The following are **appropriate** “best practices” of behavior.

- To the greatest extent possible, the presence of at least two **mandated reporters** whenever administrators, employees, or volunteers are in contact with, or supervising children (Ch. 2.9, Sec. 18975(c), Business and Prof. Code, January 1, 2022)
- Use “open rooms” (with clear visibility in and unlocked) and another adult in proximity when meeting with children and minors.
- Have a responsible supervisor (such as a teaching or ruling Elder, Deacon, PCN employee, volunteer, etc.) randomly monitor all activities that involve children or youth.

Appendix C

Recognizing Child/Elder Abuse

Recognizing Child Abuse and Neglect

California Penal Code section 11165 describes four categories of **child abuse or neglect**.

1. **Physical abuse**: unlawful corporate punishment or injury; willful harming or injuring of a child; or unjustifiable physical pain or endangering.
2. **Physical neglect**: malnutrition or failure to thrive; or general neglect in food, clothing, shelter, medical care, or supervision.
3. **Sexual abuse**: sexual assault (any sexual touching), or sexual exploitation (such as pornography or prostitution).
4. **Emotional abuse**, or unjustifiable mental suffering.

Recognizing Elder Abuse and Neglect

California Welfare and Institutions Code section 15610 describes seven types of **elder abuse or neglect**:

1. **Physical abuse**: acts that injure the body as well as any sexual abuse.
2. **Neglect**: failure of whoever is caring for an elder or dependent adult to adequately provide food, clothing, medical care, or shelter.
3. **Abandonment**: leaving an elder or dependent adult alone when a reasonably competent person would not have left such a person alone.
4. **Abduction**: removing an elder or dependent adult from this State without proper consent or preventing an elder or dependent adult from returning to this State.
5. **Isolation**: preventing an elder or dependent adult from receiving mail, telephone calls, or visitors.
6. **Financial abuse**: wrongfully taking or retaining an elder's or dependent adult's personal or real property.
7. **Mental suffering**: fear, agitation, confusion, severe depression brought about by intimidation, threats, harassment, or deceptive acts made with malicious intent.

Symptoms of Child Abuse and Neglect

Signs and Symptoms

The Mayo Clinic has developed a list of some of the signs or symptoms that may be associated with child abuse or neglect in children. A child who's being abused may feel guilty, ashamed, or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative, or family friend. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities.

- Changes in behavior - such as aggression, anger, hostility, or hyperactivity - or changes in school performance.
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence.
- An apparent lack of supervision.
- Frequent absences from school.
- Reluctance to leave school activities, as if he or she doesn't want to go home.
- Attempts at running away.
- Rebellious or defiant behavior.
- Self-harm or attempts at suicide.

Specific Signs and Symptoms

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that - warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

Physical abuse signs and symptoms

- Unexplained injuries, such as bruises, fractures or burns.
- Injuries that don't match the given explanation.

Sexual abuse signs and symptoms

- Sexual behavior or knowledge that's inappropriate for the child's age.
- Pregnancy or a sexually transmitted infection.
- Blood in the child's underwear.
- Statements that he or she was sexually abused.
- Inappropriate sexual contact with other children.

Emotional abuse signs and symptoms

- Delayed or inappropriate emotional development.
- Loss of self-confidence or self-esteem.
- Social withdrawal or a loss of interest or enthusiasm.
- Depression
- Avoidance of certain situations, such as refusing to go to school or to ride the bus.
- Desperately seeks affection.
- A decrease in school performance or loss of interest in school.
- Loss of previously acquired developmental skills.

Neglect signs and symptoms

- Poor growth or weight gain or being overweight.
- Poor hygiene.
- Lack of clothing or supplies to meet physical needs.
- Taking food or money without permission.
- Hiding food for later.
- Poor record of school attendance.
- Lack of appropriate attention for medical, dental, or psychological problems or lack of necessary follow-up care.

Appendix D

Relevant Sections of the California Penal Code 11166 & Welfare and Institutions Code 15600

§ 11166. Duty to report; Mandated reporters; Punishment for violation

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible and shall prepare and send, fax, or electronically transmit a written follow-up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

- (1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.
- (2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.
- (3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone follow-up call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written follow-up report.

- (1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.
- (2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.
- (3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.
- (4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the State Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report

was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d)

(1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3)

(A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

Section 15600: Welfare and Institutions Code

The *Welfare and Institutions Code* section 15600 and the following sections provide for mandatory reporting of abuse of older adults aged 65 and over and of dependent adults* ages 18-64. The law defines a "dependent adult" as someone ages 18-64 who has physical or mental limitations which restrict his/her ability to carry out normal activities or to protect his/her rights, including those whose abilities have diminished with age.

The current abuse reporting law applies to both older and dependent adults. "Any mandated reporter, in his/her professional capacity, who has observed or has knowledge of an incident that reasonably appears to be abuse or is told by the older or dependent adult that he/she has been abused, or reasonably suspects abuse must report the known or suspected abuse by telephone immediately, and by written report within two working days as described below."

“If the known or suspected abuse is alleged to have occurred in a long-term care facility such as a skilled nursing facility or a residential care facility, the abuse must be reported to the Long-Term Care Ombudsman Program or the police. If the abuse occurred anywhere else, the report must be made to Adult Protective Services or the police.”

“Any person reporting abuse under this law is immune from civil or criminal liability unless that person acted in bad faith or with malicious purpose.”

“However, failure to report physical abuse of an older or dependent adult is a misdemeanor punishable by not more than six months in county jail or by a fine of not more than \$1,000, or both. Willful failure to report serious abuse, where the abuse results in death or great bodily injury, may be punishable by up to one year in county jail, or a fine of up to \$5,000, or both.”

NOTICE: This document does not presume to have the most recent legal or relevant Sections of California Penal Code references or sections. It is important to consult the Presbytery of the Redwoods or appropriate legal counsel for the most current and relevant applicable information.

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code section 11169 to submit to DOJ a Child Abuse or Severe Neglect Indexing Form BCIA 8583 if (1) an active investigation was conducted and (2) the incident was determined to be substantiated.



SUSPECTED CHILD ABUSE REPORT (Pursuant to Penal Code section 11166)

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM BCIA 8572

All Penal Code (PC) references are located in Article 2.5 of the California PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://leginfo.legislature.ca.gov/faces/codes.xhtml> (specify "Penal Code" and search for sections 11164-11174.3). A mandated reporter must complete and submit form BCIA 8572 even if some of the requested information is not known. (PC section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

Mandated child abuse reporters include all those individuals and entities listed in PC section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC section 11165.9.)

III. REPORTING RESPONSIBILITIES

Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof **within 36 hours** of receiving the information concerning the incident. (PC section 11166(a).)

No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC section 11172(a).)

IV. INSTRUCTIONS

SECTION A – REPORTING PARTY: Enter the mandated reporter's name, title, category (from PC section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes/no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

IV. INSTRUCTIONS (*continued*)

SECTION B – REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

SECTION C – VICTIM (One Report per Victim): Enter the victim's name, birthdate or approximate age, sex, ethnicity, address, telephone number, present location, and, where applicable, enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes/no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes/no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes/no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.

SECTION D – INVOLVED PARTIES: Enter the requested information for Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

SECTION E – INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

Reporting Party: After completing form BCIA 8572, retain a copy for your records and submit copies to the designated agency.

Designated Agency: **Within 36 hours** of receipt of form BCIA 8572, the initial designated agency will send a copy of the completed form to the district attorney and any additional designated agencies in compliance with PC sections 11166(j) and 11166(k).

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pacific Islander	26 White	31 White-Romanian

Appendix F

Children and Youth Ministries Application Form - Adults

It is the goal of the Presbyterian Church of Novato (PCN) to create a safe and secure atmosphere for all children who participate in the activities of PCN. In this spirit, it is necessary to gather certain information from individuals offering paid or volunteer services involving children and youths. This information will be used for the sole purpose of helping PCN provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name:		Date:	
(first) (middle) (last)			
Other name(s) you have been known by:			
Address:			
Telephone:		Email:	
Date of Birth:		CA Drivers License:	
Ministry Area: ☐ Children's ☐ Youth ☐ Facilities ☐ other: Description: ☐ Leader ☐ Assistant ☐ Driver			

List three references that are not related to you. References who know of your work with youth or children are preferable. At least one reference must be a member of the Presbyterian Church of Novato.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only			

Appendix G

Children and Youth Ministries Volunteer Application Form - Minors

It is the goal of the Presbyterian Church of Novato (PCN) to create a safe and secure atmosphere for all children who participate in the activities of PCN. In this spirit it is necessary to gather certain information from individuals offering volunteer services involving children and youths. This information will be used for the sole purpose of helping PCN provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name:		Date:	
(first) (middle)		(last)	
Address:			
Telephone:		Email:	
Date of Birth:		CA Drivers License:	
Ministry Area: ☐ Children's ☐ Youth ☐ Facilities ☐ Other			

References

List three references that are not related to you. References who know of your work with youth or children are preferable. At least one reference must be a member of the Presbyterian Church of Novato.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only			

Appendix H

Pre-employment Screening Certification Questionnaire

Name: _____

First *Middle* *Last*

Address: _____

City, State, Zip
Code:

Phone: _____

Mobile:

Have you ever been known by any other name?

- ☐ **No**
- ☐ **Yes, please provide other name(s):**

Please complete the following certification:

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct; and (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

Signature **Date**

Name (Printed)

Note: If you are unable to make the above certifications, you may provide, in the space provided below, a description of the complaint, termination, or course of treatment you have been involved in, giving dates, names, and addresses of employers and physicians, the outcome of the situation, and any explanatory comments you care to add:

Appendix I

Consent To Background Screening

I hereby authorize the Presbyterian Church of Novato (PCN) and or its agents to make an independent investigation of my background, references, past employment, education, adult criminal or police records, civil judicial records pertaining to sexual misconduct or child abuse/neglect, and motor vehicle records, maintained by any private or public organization, for the purpose of confirming information which may be material to my qualifications for service with PCN, whether paid or volunteer, during the tenure of my service with PCN.

I understand that background screening may include (but not be limited to) multi-state criminal background check, individual county background check, national or state sex offender registry check, alias search, social security number trace, motor vehicles records search, and fingerprints check.

I release PCN and its agents and any person or entity (including any law enforcement agency or judicial authority or ecclesiastical governing body), which provides information pursuant to this consent, from any and all claims, liabilities, and legal actions with regard to the information obtained from any of the above sources.

PCN has disclosed that it shall maintain such information in separate files, and that good faith efforts will be made to maintain the security and confidentiality of these records. Access to this consent, my service application form, and any information obtained from background searches shall be limited to the PCN pastor the PCN Safe Church Coordinator, and other specified persons as identified and approved by the Session such as specific officers of Presbytery of the Redwoods, and legal counsel.

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

Signature: _____

Date: _____

Print Legal Name: _____

Former or Other Names: _____

Social Security Number: _____

Drivers License State and Number: _____

Appendix J - The Presbyterian Church of Novato

DRIVER AUTHORIZATION FORM

EMPLOYEES ★ PARENTS ★ VOLUNTEERS

*** AT LEAST 10 DAYS BEFORE DRIVING: COMPLETE/RETURN FORM & REQUIRED DOCUMENTS TO THE PRESBYTERIAN CHURCH OF NOVATO'S SAFE CHURCH COORDINATOR.**

Driver's Name:	Driver's Phone:
Driver's Email:	

* * MINIMUM INSURANCE REQUIREMENTS * *

\$100,000 Bodily Injury–Per Person ♦ \$300,000 Bodily Injury–Per Occurrence ♦ \$50,000 Property Damage ♦ \$5,000 Medical Coverage for Passengers

★ Insurance Provider:			
★ Bodily Injury Limit – Per Person:	★ Bodily Injury Limit – Per Occurrence:	★ Property Damage Limit:	★ Medical Coverage for Passengers:

1. Vehicle capacity is one passenger per seat belt. *I will ensure that all of my passengers wear their seat belts.*
2. I have inspected my vehicle and it is in safe operating condition: lights, mirrors, horn, turn signals, brakes, tires and suspension. It is the responsibility of the designated leaders of the event to decline the use of a vehicle that shows evidence of not meeting the above criteria.
3. I have no physical limitations that would adversely affect my ability to drive safely, including, but not limited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 3 years.
4. I have **no prior convictions** for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a PCN sponsored trip or event. The designated leaders of the event will not permit anyone to drive who appears to be under the influence of alcohol or drugs.
5. I have **no prior convictions** for violent or serious felonies as listed and described in subdivision (c) of Section 667.5, Section 1192.7, and Section 44010 of the Penal Code.
6. I have provided The Presbyterian Church of Novato (PCN) with (1) a signed acknowledgment form (Appendix K) indicating that I have read the Presbyterian Church of Novato Safe Church Policy and will abide by the procedures, (2) a signed Appendix I, Consent To Background Screening, (3) a copy of my driver's license, (4) current insurance billing statement and (5) current proof of insurance card.
7. I give my consent to the Presbyterian Church of Novato (PCN) to performing a background check and motor vehicle records search on me. I understand that this background check and motor vehicle records search must be completed BEFORE I can receive authorization to drive.
8. I am an adult **over the age of 21.**
 - ▶ I certify that the above information is correct, and that the insurance coverage provided is in force. I agree to advise the Presbyterian Church of Novato in writing of any changes in the above information.
 - ▶ **I will be using a vehicle listed on my insurance document.** I understand that my insurance is **PRIMARY** in case of an accident, and The Presbyterian Church of Novato accepts no responsibility for damage or loss to my vehicle.
 - ▶ **I understand that I must IMMEDIATELY notify The Presbyterian Church of Novato of any changes to my driver's license validation or restrictions, or if my insurance coverage no longer meets the specified requirements.**

PLEASE NOTE: ALL DRIVERS, must submit this form with current documentation prior to driving youth for any trip/event.

Signature of Driver: _____ Date: _____

PCN Safe Church Coordinator:

INS	P	INS	C	SCP	DL	BC	APPROVED:		DATE:	
-----	---	-----	---	-----	----	----	-----------	--	-------	--

REQUIRED DOCUMENTATION

ALL DRIVERS, including volunteers, parents and PCN employees, must complete and sign a Driver Authorization Form and submit all required documentation **at least ten (10) working days prior to the trip.**

Signed form and **required documents** must be taken to the PCN Safe Church Coordinator. They will review and performing a background check and motor vehicles records search on you.

*** ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR A PCN TRIP/EVENT**

PLEASE NOTE: Submitting paperwork **IS NOT** automatic authorization to drive. The PCN Safe Church Coordinator reserves the right to decline authorization, you must receive notification of approval **PRIOR TO DRIVING.**

Required documentation includes:

1. **CURRENT** Driver Authorization Form - (original) – signed by driver.
2. **CURRENT** Presbyterian Church of Novato Safe Church Policy, Appendix K, Acknowledgment Form and Appendix I, Consent To Background Screening.- (original) – signed by driver.
3. **CURRENT** Insurance Policy **Declaration** Doc (copy) – **includes driver's name, coverage limits & expiration date.**
4. **CURRENT** Proof of Insurance Card (copy)
5. **VALID** Driver's License (copy)

SAMPLE INSURANCE BILLING DOC:

REMINDERS:

Automobile Policy Declarations

Please keep with your policy. See Important Notice on reverse. For questions or changes call: 1-800-922-8228

DECLARATIONS ARE Amended Declarations PAGE 1 of 1

POLICY TYPE Member POLICY DATE 04-02-2008

POLICY NUMBER 1889 ISSUED SINCE 1889

FROM 05-27-2008 TO 05-21-2008

12:01 A.M. Standard Time at the address of the named insured, but not prior to the time applied for or, if this is a replacement declaration, not prior to the time coverage change was requested.

12:01 A.M. Standard Time at the address of the named insured.

ULTIMATE ADDRESS: GGP TELEVISION, C.M. OCCUPATION: ALTERNATE NUMBER: TECHNICAL

ITEM	NAME	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER	COVERAGE	AMOUNT	DEDUCTIBLE	PREMIUM
01	TOYOT							
02	TOYOT							
03	CHEVR							
04	ROCK							

COVERAGE	AMOUNT	DEDUCTIBLE	PREMIUM
Bodily Injury	100,000	500,000	No Coverage
Medical Payments	10,000		No Coverage
Uninsured Motorist	100,000	500,000	No Coverage
Property Damage		50,000	No Coverage
Comprehensive	Actual Cash Value Less Deductible	100	500 \$8
Collision	Actual Cash Value Less Deductible	500	500 \$13
All Risks	Actual Cash Value Less Deductible	No Coverage	No Coverage
TOTAL PREMIUM PER VEHICLE			\$22

Automobile Death Benefits: EXPLANATION OF LAMT CODES: A-\$15,000 first named insured. B-\$15,000 each first named insured and spouse. C-\$10,000 each additional named insured shown on endorsement F22B.

Premium Summary: THIS IS NOT A BILL. CA Surcharge: \$0.00 Total Additional Premium: \$22.00

SCHEDULE OF CHANGES: Add Item:

ITEM	PAID DRIVER	DRIV SAFETY RECORD	YRS DRIV EXP	EST ANN MI DRIVEN	VEH GARAGE ZIP	VEHICLE USAGE	SEX/AGE	MARITAL	SEE REMISE FOR EXPLANATION OF CODES
01		0 PT		10,000 MI		Principal	F	M	
02		0 PT		8,000 MI		Principal			
03		PT		1,000 MI		Undesignated			
04		PT		MI		Undesignated			

Enhanced Transportation Expense Coverage: Item/s 01, 02.
DISCOUNTS: Met Drv: None MultiPolicy H03 Homeowners: Item/s 01 02 03 04
Multi Car: Item/s 01 02 03 Good Driver: Item/s 01 02 03 04

- A parent, volunteer or PCN employee may drive a youth only with a signed *Transportation Authorization* form from the parent or legal guardian of the youth. A new *Transportation Authorization* form must be obtained for each trip/event.
- ALL DRIVERS, including parents, volunteers and PCN employees, must submit a new *Driver Authorization* form with current documentation prior to driving youth for any trip/event.
- Prior to the trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including spare), and emergency tools.
- Carry only the number of passengers for which the vehicle has safety restraints. All passengers must use their seat belts at all times, **one passenger per seat belt.**
- Youth under the age of eight (8), or less than four feet nine inches tall (4'9"), must be in a child safety seat (or booster) in the **back seat** of the vehicle. Please visit chp.ca.gov online for current California child safety seat laws.
- Caravan travel is required if more than one vehicle is used for any trip.
- Before the trip, the trip leader shall provide the drivers with clear information regarding their responsibilities.
- To the greatest extent possible, there must be at least three people in the vehicle, either two adults and one youth or one adult and two children or youth.

The Presbyterian Church of Novato
RENTAL CAR REQUIREMENTS

If an authorized PCN trip requires the rental of a vehicle, such as a passenger van, the following requirements apply:

1. The driver of the rental vehicle has been *authorized to drive for PCN trips/events* by the PCN Safe Church Coordinator.
2. The driver may not carry more than the number of passengers allowed under their California Driver's license (CDL). A driver must have a CDL with a "P" endorsement if they drive a vehicle designed to transport more than 10 persons, including the driver.
3. The driver of the rental vehicle **must purchase the following additional rental car insurance coverage at the time of rental**. Rental car insurance refers to the coverage an agency may offer you when you rent a car. The most commonly used names for these coverages are provided below. Your rental agency may use other terms. If so, the rental agent should be able to guide you in selecting the appropriate coverages.

1. Rental Car Collision Damage Waiver/Loss Damage Waiver

This waiver releases you from responsibility for damage that occurs to the rental car, including theft and vandalism. It also covers loss-of-use charges while the vehicle is being repaired. If you're in the United States, you won't have to pay a deductible for coverage.

If you don't purchase a Collision Damage Waiver and the vehicle is damaged, some of the costs you could be held responsible for under the rental contract include:

- The cost to repair damage to the vehicle, or the full value of the vehicle if it is a total loss.
- "Diminished value" of the vehicle – the difference between what the vehicle was worth before the accident and what it is worth after repairs have been made.
- "Loss of use" – the amount of money the rental company loses on rental fees while the vehicle is out of service for repair or replacement.
- Administrative or loss-related expenses incurred by the rental company, such as fees for towing, appraisal, and claims adjustment, plus general office expenses for handling the paperwork.

2. Rental Car Liability Coverage/Optional Liability Insurance Supplement

Rental car insurance liability coverage protects you from lawsuits if you're in an accident. For example, if you cause an accident, and are sued for medical or other damages.

3. Personal Accident Insurance/Medical Payments

This coverage pays for medical costs due to an accident. It covers you or anyone in your vehicle at the time of the accident.

4. Personal Effects Coverage (if available)

This provides coverage for loss due to theft of personal items stored in the rental car, such as luggage, clothing, and supplies.

The Presbyterian Church of Novato

Transportation Authorization

PARENT PERMISSION FOR CHILD/REN TRANSPORTATION TO/FROM THE PRESBYTERIAN CHURCH OF NOVATO EVENTS/TRIPS

This form is to be completely filled out and signed by the parent or legal guardian before any minor may be transported by church employees or volunteers for any PCN trip/event. A new Transportation Authorization form must be completed for each trip/event.

ALL DRIVERS, including parents, volunteers and PCN employees, must have a background check and motor vehicle records search preformed and submit a Driver Authorization Form to the Safe Church Coordinator before receiving authorization to drive.

Name of Child/ren:			
Parent/Guardian Name Completing Form:			
Volunteer or Employee Driving Child/ren			
Activity/Event:		Destination:	
Date of Event:		Time:	

METHOD OF TRANSPORTATION:

☐ RENTAL VEHICLE

☐ PRIVATE VEHICLE

Additional Information:

In the event of illness or injury when I cannot be contacted, I do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of an attending physician, surgeon, dentist and performed by or under the supervision of a member of the medial staff of the hospital or facility furnishing medical or dental services. I further understand that accident and health coverage is not provided by The Presbyterian Church of Novato (PCN).

I fully understand that child/ren are to abide by all rules and regulations governing appropriate conduct during the trip. I understand that all child/ren going on this trip will demonstrate respectful behavior towards the driver and adult volunteers. It is further understood that child/ren will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip. Any violation of these rules and regulations may result in the child/ren being sent home at the expense of the child/ren's parent/guardian. I hereby acknowledge that I have been advised that the activities involved in this trip or event are not considered by The Presbyterian Church of Novato to be of "high risk" to the participants.

Parent/Guardian Signature:		Date:	
Emergency Contact:		Phone:	

PRIVATE VEHICLE TRANSPORTATION NOTICE

As a parent/guardian, I hereby give permission for my child/ren to ride as a passenger in a vehicle driven by an authorized adult who has been approved through the PCN driver authorization process.

By signing this form, I hereby release The Presbyterian Church of Novato, as well as its directors, coordinators, employees, or other agents from all liability or damages for any and all injuries arising while traveling to this activity via private vehicle or rental van.

Parent/Guardian Signature:		Date:	
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Appendix K

Acknowledgment Receipt

Presbyterian Church of Novato Safe Church Policy

I hereby acknowledge that I received on _____(date) a copy of the Presbyterian Church of Novato Safe Church Policy,

accordance with the policy, including but not limited to all forms of child abuse and elder abuse.

I attest that I have read and understand the mandatory reporter provisions of the Penal Code of the State of California which are stated in this document and the “duty to report” mandates of the constitution of the Presbyterian Church (USA) and that I will comply with those provisions.

Signature

Date

Name (Printed)

Note: This Acknowledgment should be re-affirmed at such times as amendments or revisions to the Policy are made and distributed.

Appendix L

Additional Policies for Children's & Youth Events/Activities

All Presbyterian Church of Novato (PCN) employees and volunteers will observe the following policies during children and youth activities and events organized by the PCN.

Discipline:

It is the policy of the PCN that employees and volunteers are prohibited from using physical discipline in any manner for behavioral management of children and youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, grabbing, shoving or any other physical force as retaliation or correction for inappropriate behaviors by children or youth. We define misbehaving in a minor as not following the activity/event set expectations, disrupting the program and/or harming themselves or others. When a minor is misbehaving, follow these steps:

1. Go to the minor and calmly ask him/her to stop the behavior. (Most minors respond immediately and correct the behavior.) Give a warning and remind the minor of the activity/event's expectations and redirect to positive behavior. Do this individually, and when possible, try not to single out a specific minor in a large group setting. (For example: When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.)
2. If the minor repeats the action, guide them to a quiet place – separate from the other children or youth – for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the minor. Provide the minor with a simple, understandable reason for the separation, and a clear explanation of your expectations. This is not to be referred to the minor as a timeout.
(For example: "Terry, you didn't stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.")
3. After a 3rd time, refer to a ministry supervisor without indicating to the minor or any other minor what actions might be taken. The ministry supervisor may inform a parent or legal guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior should be reported to the ministry supervisor.

NEVER...

- Never yell at a minor.
- Never grab a minor.
- Never threaten a minor. Always follow through with your word.
- Never hit a minor.
- Never confront a parent or legal guardian in front of others.
- Never openly humiliate a minor in front of others.

Bullying

Verbal, physical, or emotional bullying is not acceptable at the PCN and/or in any of our functions. At the first sign of bullying in any form, act decisively, and inform the ministry supervisor. There is no “harmless put-down” or “jokes” where bullying is concerned.

1. First Offense: Issue a warning to the minor and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise. DO NOT SINGLE A MINOR OUT IN FRONT OF OTHERS ... be discreet.
2. Second Offense: Pull the offending minor from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Notify the ministry supervisor of ANY signs of bullying or verbal abuse.
3. Third Offense: Without indicating to the minor or any other minors what actions might be taken, send the minor to the ministry supervisor for a phone call (or communication onsite) with the minor’s parent or legal guardian and possible removal from the activity or event.

Bathroom Policies

To attend PCN children’s activities/events, the parent or legal guardian with nursery-aged children must fill out *Appendix M: Nursery Potty Form*.

Children may require assistance with their bathroom activities, all employees and volunteers will observe the following policies:

Diapering

- Only adult nursery workers or the child’s parent or legal guardian or unless an approved substitute is specifically requested by the child’s parent or legal guardian will undertake the diapering of children of either sex.
- To the greatest extent possible, changing of diapers should be done in plain sight of other nursery workers.
- Children will never be left unattended on changing tables.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

Bathroom

- To the greatest extent possible, a single employee or volunteer should never be in the bathroom with a minor(s).
- The employee or volunteer should remain outside the bathroom door
- In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage them to do all they can for themselves.
- If you must go into the restroom to check on an individual minor, seek out an employee or volunteer to accompany you. If an employee or volunteer is not

available, go to the exterior bathroom door, knock, and ask if the minor needs assistance. Do not enter the restroom.

- If a minor requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and first try to verbally assist the minor in completing his or her toileting activities, while the minor remains behind the door of the bathroom stall.
- To the greatest extent possible, any assistance with the straightening or fastening of garments should be done in the presence of another employee or volunteer.
- No child will be forced to toilet train.
- Only adult nursery employees or volunteers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.
- To the greatest extent possible, nobody OF ANY AGE should enter or occupy a bathroom while a minor is using it.
- For the protection of all, employees or volunteers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a minor.
- Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Sick Participants Policy:

It is the policy of the PCN that participants with the following symptoms should NOT attend:

- Fever, diarrhea, or vomiting within the last 48 hours.
- Green or yellow runny nose.
- Eye or skin infections.
- Other symptoms of communicable or infectious disease.

Minors who are observed to be ill will be separated from others and the parent or legal guardian will be contacted to request that the minor be picked up.

Liability Form:

It is the policy of the PCN that a parent or legal guardian needs to complete and return a current *Appendix N: PCN Liability and Release Form* for a minor, after the minor has attended a PCN children's and/or youth activity/event twice. The *PCN Liability and Release Form* includes pertinent medical information and emergency phone numbers, a medical release, a media release, and general permission to participate in the activities/events organized by the PCN or its Agents. These forms must be updated every year and filed with the PCN Safe Church Coordinator. It is the responsibility of the ministry supervisor to assure that the parent or legal guardian completes and returns a '*PCN Liability and Release Form*' when a minor

Medication Guidelines:

The policy of Presbyterian Church of Novato is not to administer prescription or non-prescription medications to the children/youth under our care. Medications should be administered by a parent at home. Parents are to be reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with ministry supervisor to develop an action plan.

Injury Guidelines:

If a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child/youth's parent or legal guardian of the injury when the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent or legal guardian will immediately be summoned in addition to the ministry supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child/youth has received appropriate medical attention, an *Appendix O: Incident Report* will be completed.
4. Ministry supervisors, employees and volunteers who become aware of an injury to anyone will ensure that proper medical attention is given to the injured person and provide for continuous monitoring of the remaining participants.

Violation of Policy of Procedures:

1. Employees and volunteers must promptly notify their ministry supervisor when they or others violate the procedures mandated by this policy.
2. Ministry supervisors who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In assuring compliance with this policy, removing workers from their positions or ending employment may become necessary.

Appendix M: Nursery Potty Form

Child's Name: _____ Child's Age: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Phone Number: _____

Is your child in diapers?

- ☐ Yes
☐ No

If yes, please bring a diaper bag to drop off with your child that contains:

- Change of clothes and plastic bag (in case of accidents)
- Two or three diapers and wipes
- Bottle of milk or formula, if needed.
- Comfort object and/or pacifier, if needed

I give my permission to the nursery workers to change my child's diaper.

- ☐ Yes
☐ No, I would like to be contacted if my child to change their diaper.

Is your child potty trained? (Potty trained means: Able to tell the adult that they need to use the bathroom, able to go to the bathroom unassisted, to wipe themselves and pull their pants and underwear down and back up)

- ☐ Yes
☐ No

I give my permission to the nursery workers to help my child in the bathroom.

- ☐ Yes
☐ No, I would like to be contacted if my child needs to use the bathroom.

Is there any information I should be aware of to best meet the needs of your child?

I understand that if my child is not comfortable in his/her environment after 10 minutes I will be contacted to come to the nursery. I will designate a shorter amount of time if needed. I will take my child to the bathroom before leaving him/her with the nursery care workers.

Parent/ Legal Guardian Signature

Date

Appendix N: Presbyterian Church of Novato

2026-2027 Liability and Release Form

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PARTICIPANT INFORMATION

*Participants Name _____ *Participant's Birth Date: ____/____/____

*Grade Level in school in the fall: _____ *School Name: _____

Allergies: ☐ Yes ☐ No If yes, please list: Do they have an EpiPen? ☐ Yes ☐ No

Any special medical or other pertinent information: ☐ Yes ☐ No If yes, please list:

Limitations for Activities: ☐ Yes ☐ No If yes, please list:

PARENTAL INFORMATION

*Parent(s) or Legal Guardian(s) name(s): _____

*Address: _____

*City: _____ *State: _____ *ZIP Code: _____

Primary Phone: _____ Secondary Phone: _____

*E-mail Address: _____

Emergency Contact Name: _____ Phone Number : _____

Additional adults who are authorized to pick up child/ren:

Name _____ Phone _____

Name: _____ Phone _____

I give permission for PCN to use video and photographic images of my minor participating in PCN activities and events. Any such images will become the property of PCN and can be used without compensation. No child/minor will be identified by name or location. ☐ Yes ☐ No

Digital communications (i.e. calls, texts, emails, and social media messages) have proven to be the best way to communicate with middle and high schoolers.

I give permission for PCN youth employees and volunteers to have digital communications with my middle or high schooler. ☐ Yes ☐ No

MEDICAL INFORMATION

Hospital Insurance? Yes No

Insurance Company: _____

Policy Number: _____

Physician: _____ Physician's Phone: _____

NOTE: This form is incomplete without a parent/legal guardian signature on the next page.

**Appendix N: PRESBYTERIAN CHURCH OF
NOVATO 2026-2027 Liability Release Form page 2**

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Liability Release

Updated 01/01/25

To participate in any event administratively organized by the Presbyterian Church of Novato (PCN) or any of its officers, directors, employees, and agents, from January 1, 2026, through December 30, 2027, we (I), being 18 years of age or older, do for ourselves (myself) [and for and on behalf of my child/minor if said child/minor is not 18 years of age or older] do hereby release, forever discharge and agree to hold harmless PCN and its officers, directors, employees, and agents from any and all manner of suit, sickness or death, as well as property damage and expenses, of any nature whatsoever, which may be incurred by the undersigned and the child-participant while the said child/minor is participating in any event administratively organized by PCN or any of its officers, directors, employees, and agents. Furthermore, we (I) recognize that the conditions in some of the places to which said participant will be traveling are not of the same standards as the conditions to which we (I) are (am) accustomed. We (I) recognize further that there are certain health risks as well as other risks to participants and their property. Therefore, we (I) [and on behalf of our (my) child/minor if under the age of 18 years] hereby assume all risk of personal injury, sickness, death, damage, and expense as a result of participation in recreation and work activities involved herein.

Further, authorization and permission are hereby given to PCN to furnish any necessary transportation (Driver Authorization and approval is required for anyone driving to or from PCN events with children/youth), food, and lodging for the said participant.

The undersigned further hereby agree to hold harmless and indemnify PCN, its officers, directors, employees, and agents, for any liability sustained by PCN as a result of the negligent, willful, or intentional acts of said participant, including expenses incurred attendant thereto.

We (I) understand that the document constitutes a full and complete waiver of all possible claims, including, but in no way limited to, claims for negligence in personal or property damages arising out of said participant's involvement in any event administratively organized by PCN or any of its officers, directors, employees, and agents.

No provision of this document shall, in any way, limit my right to make claims against persons other than PCN, its officers, employees, and agents.

[If the participant has not attained the age of 18 years]:

We (I) are the parents(s) or legal guardian(s) of this participant, and hereby grant our (my) permission for him/her to participate fully in said trip/activity, and hereby give our (my) permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not limited to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any. We (I) understand that a conscientious effort must be made to notify one of the parents or legal guardians listed below before such action is taken.

Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we (I) hereby assume all transportation costs.

This authorization is given pursuant to the provisions of § 25.8 of the Civil Code of California.

By Signing Below, You Are Declaring That You Have Read The Above Information Regarding The Church's Liability And Are Giving Permission For Your Child/Minor To Participate In PCN Activities.

Name: _____ DATE: _____

Presbyterian Church of Novato

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Appendix O: Incident Report

PART A.

◀ **REPORT ALL INCIDENTS IMMEDIATELY** ▶

Person Involved Name:		Sex: ☐ Female ☐ Male ☐ Non-Binary	Age:
Home Address:		Date Incident Occurred:	Time Incident Occurred:
Place of Incident: ☐ Church Building ☐ Church Grounds ☐ Church Sponsored Trip ☐ Other:			
NATURE OF INJURY	☐ Abrasion ☐ Cut ☐ Puncture ☐ Bite ☐ Dislocation ☐ Scalding ☐ Bruise ☐ Fracture ☐ Scratch ☐ Burn ☐ Laceration ☐ Shock ☐ Concussion ☐ Poisoning ☐ Sprain ☐ Other:		
	DETAILED DESCRIPTION OF INCIDENT How did the incident happen? What was the person involved doing? Where was the person involved? <i>If applicable, list specific unsafe acts or conditions, and any tool, machine or equipment involved.</i>		
BODY PART INJURED	☐ Abdomen ☐ Elbow ☐ Knee ☐ Ankle ☐ Eye ☐ Leg ☐ Arm ☐ Face ☐ Mouth ☐ Back ☐ Finger ☐ Nose ☐ Chest ☐ Foot ☐ Scalp ☐ Ear ☐ Hand ☐ Tooth ☐ Head ☐ Wrist ☐ Other:		
	Degree of Injury: ☐ Non-Disabling ☐ Temporary Disability ☐ Permanent Impairment ☐ Death		

PART B. Additional Information on Incident

Name of person in charge at the time of the incident:		Witnesses: Name: _____ Ph: _____ Name: _____ Ph: _____	
Was this person present at the scene of the incident: ☐ YES ☐ NO			
IMMEDIATE ACTION TAKEN	First-Aid Treatment By: _____ Sent to Physician (Physician Name): _____ By: _____ Sent to Hospital (Hospital Name): _____ Sent Home By: _____ By: _____		
	If the person is under 18, was a parent/guardian/emergency contact notified? ☐ YES ☐ NO By: _____ When: _____ How: _____ Name of the person notified: _____ Relationship to Child/Youth: _____		
LOCATION	☐ Turf Field ☐ Stairs ☐ Sanctuary ☐ Parking Lot ☐ Kitchen ☐ Other: ☐ Classrooms ☐ Corridor/Hallway ☐ Christensen Room ☐ Trevitt Hall ☐ Nursery		*Specify Activity: Suggestions for preventing this type of incident from occurring in the future: _____ _____ _____
	Person Completing Form Signature: _____ Program Supervisor Signature: _____		
If the person involved was under 18 have parent sign below: By signing, the parent/guardian of the child verifies that they have been informed of the incident and understand the actions taken in response to the incident. Parent Signature: _____			

Appendix P

Social Media & Other Digital Communication Policy

As an ever-increasing number of people use and prefer digital communication over other forms, it is essential that the PCN has guidelines for their employees and volunteers. Social networking sites, on-the-spot communication devices, and email can enhance communication, and faith sharing and deepen relationships. All communication must be above reproach and indicative of healthy boundaries. The content of any digital communication to or from a minor should be available to share with the ministry supervisor or a parent if needed or requested. This policy should be made clear to minors involved in digital communication with PCN

The following guidelines apply the principles of a safe church to the virtual world of digital communication.

1. To use video and photographic images of any child/minor PCN must secure signed Appendix N PCN Liability and Release forms from the parent or legal guardian. Photos, videos, and all digital communications that are published will not include the name or information of a minor. Be advised during PCN's YouTube live-streamed services and activities, PCN might use video and/or photographic images of any child/minor without a signed release form. To the best of our ability, we will not stream the image/video of a minor, but we cannot guarantee it. When an individual attends a PCN service, live streaming may be in progress. Any individual's entry into the facility during a service signifies their release and consent to the possibility of them and their minor's image appearing in PCN's YouTube live-streamed services and activities.
2. All volunteers must obtain permission from the ministry supervisor or PCN Safe Church Coordinator before posting/sharing photos, videos, personal information, or any other digital communication about minors involved in ministry activities on any website, social media, or other online communication. In the event of a third-party request the ministry supervisor or PCN Safe Church Coordinator can only approve it if they have gotten permission from the parent or legal guardian to be shared with the volunteer.
3. Digital communication between PCN employees/volunteers and students is permissible with the following requirements.
 - i) All PCN employees and volunteers cannot email, text, call, message or submit "friend" requests to minors without explicit permission from their parent or legal guardian to do such. To obtain permission the ministry supervisor must have the parent or legal guardian complete and return a '*PCN Liability and Release Form*' with the consent given. The parent or legal guardian must be made aware of the digital form of communication that will be used and if/when any additional forms are used.
 - ii) Only casual conversations should be done over social media, texting, and other digital communications unless in the case it is deemed an emergency.

Social media, even though it offers convenient and private channels, is not an appropriate medium for counseling - especially with minors.

- iii) The same standard of care policies for all in-person interactions apply to digital interactions as well. (i.e. Mandated reporter requirements.)
- iv) All PCN employees and volunteers must not make comments or share images and/or videos that are sexually suggestive, disrespectful, or insensitive.
- v) Harassment and bullying of any kind are strictly forbidden.
- vi) Concerning or questionable communications of any kind must be reported to the ministry supervisor.

This policy applies to all forms of social media and digital communications: those currently in use and those that PCN (or students) may adopt at any time.

KEY CHECKOUT FORM

Name: _____ Birthdate: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

I accept responsibility for the key/s I am receiving. I agree to follow all the facility use policies and procedures of the Presbyterian Church of Novato (PCN). I agree to read and follow the PCN Safe Church Misconduct and Abuse Prevention Policy. I agree to notify the PCN Office immediately (within 24 hours) if the key is lost or stolen. If a lost or stolen key requires the replacement of any keys, I realize I am responsible for paying a cost of \$25 per key. I agree to return the key to the Office or designee within 48 hours of date _____ or upon termination of employment, resignation, or transfer to a position that no longer requires such access. Keys cannot be loaned to other individuals without prior approval from the PCN. Key can not be duplicated. By accepting this key, I acknowledge my responsibility for ensuring the facility is fully secured after each use. Failure to comply with these rules will result in loss of privileges.

Date	Signature
------	-----------

Notes:

PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE TO COMPLETE

List all keys checked out and key numbers:

Door or area: _____ Key number: _____

Door or area: _____ Key number: _____

Door or area: _____ Key number: _____

Door or area: _____ Key number: _____

Door or area: _____ Key number: _____

Church Official Issuing Key/s: _____ Signature: _____

Key Return

#Keys Returned: _____

Date Key Returned: _____ Signature of Key Receiver: _____

The Presbyterian Church of Novato
Policy Regarding Identified Individuals Convicted of or With Pending Charges Related to Child Abuse, Exploitation of Minor Children, or Any Crime Which Harms a Minor Child

Overview

This policy outlines the conditions for members or congregants of The Presbyterian Church of Novato (PCN) who were convicted of or with pending charges related to child abuse or exploitation of minor children or any crime which harms a child, to participate in worship and the life of PCN. This policy intends to ensure the safety and well-being of all members, especially minors, while complying with all legal requirements.

Persons convicted of or with pending charges related to child abuse or exploitation, or any crime which harms minor children are referred to in this policy as “Identified Individuals.”

PCN Campus Access Restrictions

- Identified Individuals convicted of or with pending charges related to child abuse or exploitation of minor children involving physical or mental abuse of children, sexual abuse of children, distribution of images or printed materials that exploit or physically harm children, or any crime that causes harm to a child are strictly prohibited from entering the campus of The Presbyterian Church of Novato for any reason.
- Identified Individuals cannot participate in any PCN sponsored community event where children will be present, such as, but not limited to the Novato Christmas Tree Lighting, July 4th Buckaroo Breakfast, or Relay for Life.

Permitted Activities for Identified Individuals

While campus access is not allowed, Identified Individuals may participate in PCN activities under specific conditions:

- They may join PCN on-line worship services.
- They can participate in PCN off-campus adult gatherings that exclude children, such as adult Bible study, adult Supper Club, or adult Life Group, provided that no children under the age of 21 are present.
- They are permitted to meet socially with church friends off the PCN campus, as long as no children under 21 years old are present.

PCN Compliance with Probation or Other Legal Terms & Requirements

PCN will fully comply with all the Identified Individual’s legal, post-incarceration conditions and restrictions.

Approved by Session on April 15, 2026