

Friends Meeting of Washington

Child Safety Policy

Approved at FMW-MCFB on 13 October 2013

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A. Introduction

This policy has been developed to support our Meeting being a place of safety and security for the children and adults who participate in our community. The policy is intended to serve as a source of guidance and build trust for all Friends Meeting of Washington (FMW) participants. Following this policy is important for all members, attenders, visitors and employees of FMW because it provides guidance and support in preventing and identifying possible instances of child abuse or neglect and promotes child safety. The policy is also seeks to minimize the possibility of baseless charges or unwarranted suspicion of child abuse or neglect being directed towards a member, attender, visitor or employee of FMW. Lastly, this policy seeks to balance FMW's spiritual needs, child safety concerns, legal requirements and financial and practical limitations.

This policy sets forth the roles, expectations and requirements relating to child safety at FMW. For a more general discussion on children safety, see the "Baltimore Yearly Meeting Youth Safety Policy Updated June 15, 2013 at Interim Meeting", which is endorsed by the FMW Child Safety Committee (CSC). The requirements in this FMW policy take precedence over the BYM Youth Safety Policy with respect to FMW Children's Activities.

Because the CSC anticipates that most FMW Children's Activities will take place on FMW property in Washington, DC, this policy has been written to comply with the District of Columbia (DC) Code. CSC recognizes that if an activity occurs outside of the District of Columbia additional laws may apply that may take precedence over parts of this policy.

To summarize the key aspects of this policy:

- No child may be left alone or with only one adult other than their parent, guardian or custodian during an FMW Children's Activity or while on FMW property.
- Every FMW Children's Activity must have a minimum of: (a) two (2) or more children; and (b) two (2) or more adults who have been approved by the CSC to work with children (Adult Childcare Givers).
- All FMW classrooms, childcare rooms and activity areas shall have an open door policy. Doors to these spaces shall always be open when in use and parents, guardians, custodians, CSC members and sponsoring Committee members are welcome to visit at any time.
- Childcare givers may release a child only to their parent, guardian or custodian. Childcare givers may not release the child to an unknown adult, older sibling or allow the child leave on his/her own.

- If a child is present but not participating in an FMW Children's Activity, then the child is under the care of their parent, guardian or custodian.
- Any questions or concerns about this policy should be sent to the Clerk(s) of CSC.

B. *Who is affected by this policy?*

- ✓ Everyone who participates in FMW activities, but especially those involved in FMW Children's Activities.
- ✓ FMW Activity Coordinators (those coordinating activities aimed at children or that have a significant participation by children e.g. weekend retreats at Catoctin).
- ✓ Adults serving as First Day School (FDS) teachers and assistant teachers.
- ✓ Adults providing care of nursery aged children.
- ✓ Paid FMW employees who work with children.
- ✓ Children 14-17 years of age who are involved with caring for nursery-aged children.
- ✓ Adult volunteers who supervise FMW sponsored overnight events that involve children.
- ✓ Adults driving or chaperoning children (other than their own) in vehicles or by other means to or from FMW-sponsored activities at the request of an FMW Activity Coordinator.
- ✓ Adults who provide one-on-one counseling or mentoring to children.

C. *Who is responsible for administering this policy?*

The CSC or others who are approved by FMW Meeting for Worship with a Concern for Business are responsible for administering this policy. Other FMW Committees shall consult with the CSC on topics that involve or affect children, children activities or that relate to abuse, neglect or safety issues affecting children.

D. *Confidentiality*

All information, verbal, electronic, or paper collected in connection with implementing this policy will be kept in the strictest confidence, to the extent allowed by law.

All documents generated in conjunction with the process by which an individual may apply to work with children at FMW shall be kept in the Meeting House locked vault or other secure storage location. None of these records may be distributed to any person or entity other than a member of CSC, the FMW Administrative Secretary, a Trustee or an individual to whom disclosure is required by law. Any applicant to work with children, whether approved or not approved, has the right to review his/her application file and any associated documents in the presence of a member of the CSC and the Administrative Secretary and has the right to submit written refutation or comments of any

material they deem to be inaccurate or misleading (Youths must be in the company of his/her parent/guardian/custodian). No copy of the document(s) will be provided in any fashion or form to an applicant at any time. Records will be retained according to FMW recordkeeping policies for personnel issues as stipulated in the FMW Handbook.

E. Process and Application to Work with Children

1. All individuals who plan to work with children and/or accompany children other than their own to an FMW Children's Activity must complete and sign a written Application Form (see *Appendix B*) and be approved by CSC to become an Adult Childcare Giver (ACG) or Youth Childcare Giver (YCG).
2. The application includes but is not limited to: a National Criminal Background check (Youths are exempted), verification of employment, and references. These checks may be repeated at any time without further notice to the applicant as long the person remains an ACG or YCG.
3. Applicants shall identify a sponsoring FMW Committee for the applicable FMW Children's Activity. This is normally the Committee that the applicant anticipates assisting with the FMW Children's Activity at the time of their application. Once the applicant has been approved by the CSC to work with children, the now-ACG/YCG may assist in an FMW Children's Activity sponsored by any FMW Committee.
4. A YCG must have completed an American Red Cross babysitting course not more than (1) year before the date of the application to work with children at FMW.
5. Individuals who have been convicted/adjudicated with criminal charges that fall within the following categories will not be allowed to participate in FMW Children's Activities:
 - a. Any type of aggressive incident against another individual;
 - b. Any type of stalking or threatening incident against another individual;
 - c. Any misuse of weapons;
 - d. Any crimes involving behavior toward children, including pornography and child abuse or neglect; or
 - e. Any crimes related to production or distribution of drugs within the past ten (10) years.
6. These requirements are similar to "BYM Criminal Background Checks Guidelines" and are consistent with applicable DC law (See DC St. 4 § 1501.05(a) (set out in Appendix G).

7. All volunteers who want to work with children must be known to the Meeting as a member or attender for a minimum of six (6) months prior to assuming their duties (consistent with the verification method described in Appendix B).
8. All individuals who work with children shall attend an annual training session organized by CSC that reviews this policy and its implementation. Other adults are welcome to attend these sessions. Training sessions will cover prevention, discovery and reporting of child abuse/neglect incidents. ACGs/YCGs that require training in between annual training sessions may be trained with videos or other instructional methods as approved by CSC.
9. Each FMW Committee sponsoring an FMW Children's Activity is free to decide if a specific ACG or YCG is unsuitable for the particular activity, regardless of whether CSC has previously approved the individual to work with children. An FMW committee rejecting a specific ACG or YCG for a particular activity shall inform the person and CSC of their decision and reason, which may be added to the person's file.
10. Should a concern arise about the suitability of an applicant, the CSC will first seek to reach unity on the matter. If CSC fails to reach unity that they reject the applicant or have questions about the applicant's suitability, the CSC will then take one of two following courses of action. First, if the concern arises from disturbing information or a lack of information revealed during the screening process, a meeting will be held with the applicant. The meeting shall include the members of the CSC and the Clerk of the sponsoring FMW Committee with which the applicant seeks to assist with FMW Children's Activities. This assessment group will review with the applicant the concerns that have been identified. Following this review, the assessment group will seek unity about the applicant's suitability. Alternatively, if the concern arises from a general sense of unease rather than from a particular piece of information, a clearness process shall be convened by the assessment group, in the absence of the applicant, to help them achieve clearness about the cause of the concern. In this case, the assessment group may decide to speak with the applicant again before making a decision, but are not required to do so. Any decision reached as a result of either process is final and confidential. CSC may invite an applicant to apply again, usually after a certain period of time has passed or after the applicant has met some conditions that have been specified. Following any refusal to accept an applicant, the assessment group may discuss with an applicant other possible uses of the person's skills and time in service to the Meeting. All documents and decisions concerning this process will be added to the individual's confidential application file held by CSC.

F. Conduct of FMW Children's Activities

1. No child will be left alone or with only one adult, other than their parent/guardian/custodian during an FMW Children's Activity. All adults leading/coordinating FMW Children's Activities must be ACGs.
2. No FMW Children's Activity may begin or continue unless at least two (2) ACGs are present and at least two (2) children are present. During an FMW Children's Activity with only two (2) ACGs present, if one (1) ACG must leave the Children's Activity (*e.g.* for a bathroom break), the absence should be very brief. If the absence is expected to be more than a few minutes, the sole remaining ACG must terminate the FMW Children's Activity and return the children to their parents, guardians or custodians. If this situation arises during FDS and the children's parents, guardians or custodians cannot be reached, the remaining ACG must take the children to the Assembly Room, inform the Friendly Office Presence of the situation and request assistance.
3. All FMW Children's Activities shall have a sign in/out sheet (see Appendix E) that the parent, guardian or custodian must sign when they drop-off and pick-up their child. Before and after this transfer of care, the child remains the responsibility of the parent, guardian or custodian.
4. One-time visitors to an FMW Children's Activity need not be ACGs or YCGs, but the sponsoring committee must forward to CSC and obtain prior approval for that individual's participation.
5. For FMW Children's Activities taking place off-campus or overnight, a minimum of three (3) ACGs must be present, at least two (2) of the three (3) ACGs shall be unrelated by blood or by marriage, and every effort should be made that at least one (1) female and one (1) male are among the ACGs participating. This ensures that the requirement to always have at least two (2) ACGs present is met.
6. All ACGs and YCGs shall behave in a respectful, caring, nurturing and non-judgmental manner towards children. Any inappropriate, abusive or violent language or behavior (*e.g.*, causing a safety concern) will result in suspension and possible revocation of the ACG's or YCG's ability to participate in FMW Children's Activities (see section F7 below).
7. The CSC, after reaching unity, has the authority to immediately suspend any ACG, YCG, child or one-time participant that is suspected of alleged child abuse or neglect, causing a safety incident or who has engaged in unsafe behavior during an FMW Children's Activity. The suspension shall prevent the person from participating in FMW Children's Activities until an investigation is completed and it is determined that there is no basis for further concern. Any investigation of allegations will at a minimum be conducted by CSC with the Clerk of the Committee sponsoring the

Children's Activity and should follow a process similar to that set forth herein. CSC will inform the individual of its decision and provide a reason for the suspension or dismissal of suspicion, and add this information to the person's confidential file. CSC recognizes the importance of and shall respond in a timely manner.

8. All FMW Children's Activities are always open to parents, guardians or custodians, the CSC, and members of the Committee sponsoring the activity, who are all welcome to visit at any time. Any classroom-based activity (e.g. FDS) will always have its doors open and never locked.
9. FDS activities and childcare are governed by DC St. 38-272.01 and 4-412, (Regulation No. 74-34 Child Development Facilities Regulation) that requires the following minimum adult to children ratios:

0 yrs - 3 yrs of age	1:4
4 yrs - 8 yrs of age	1:8
9 yrs - 17 yrs of age	1:10
10. All participants in FMW Children's Activities (e.g. FDS, field trips, day excursions, or overnight trips/camping) are required to have a completed and signed "Individual Consent, Emergency Contact, Hold Harmless and Photo Release Form" (see Appendix C). One (1) form per year is needed and the FMW Activity Coordinator shall collect and review these forms. If a parent, guardian or custodian will not be present at such FMW Children's Activity then an event-specific "Individual Consent, Emergency Contact, Hold Harmless and Photo Release Form" (see Appendix C) must be completed and signed designating a custodian for their child during the activity. The designated custodian may not be responsible for more than four (4) children, if one or more of the children is not their own.
11. Youths (between 14-17 years of age) may care only for nursery-aged children and do not count as ACGs for the purpose of fulfilling the requirement to have at least (2) ACGs present during an FMW Children's Activity. Of the two (2) ACGs who shall be present together with the YCG at an FMW Children's Activity, one (1) of the ACGs shall be designated as the supervisor of the YCG for purposes of the FMW Children's Activity.
12. Bathroom rules:
 - a. During FDS: Children will use the nearest single-use bathroom to their classroom. These bathrooms will be labeled as such and are all single use bathrooms that can be locked.
 - b. Members, attenders, visitors, and employees of FMW are requested to minimize their use of these single-use bathrooms when First Day School activities are ongoing (usually between 10:30 A.M. to 11:15 A.M. on Sundays). Multi-person bathrooms

(i.e., those on the ground floor of the Meeting House) should not be used by unescorted children.

- c. During any off-campus FMW Children's Activity, any bathroom usage by children should be done escorted by an ACG. Generally, this is best handled by bringing all children to use the bathroom at the same time. If this is not possible, an ACG may escort a minimum of two (2) children to the bathroom at the same time.
13. Any groups that include children visiting or staying at the FMW campus must complete a "Group Consent and Hold Harmless form" (see Appendix D) for their group.
 14. Sponsoring Committees that propose an FMW Children's Activity or state that childcare is offered for an event must specify the age range that can participate or for which childcare will be offered.

G. *How to respond to an incident of alleged child abuse, neglect or inappropriate behavior*

1. All individuals shall be open and receptive to all abuse/neglect claims regardless of who the alleged perpetrator is.
2. Protect the alleged victim and any other children by making them safe. Distance children from the alleged perpetrator.
3. Reassure the alleged victim with love, kindness, support, and do not challenge their response.
4. Notify the parent/guardian/custodian and return the child to them as soon as possible.
5. Inform the authorities (see Section H).
6. Obtain support and assistance for yourself.

H. *Procedure to make or handle a report of an incident of alleged child abuse, neglect or inappropriate behavior*

1. In reporting an alleged/suspected incident of child abuse, neglect, or inappropriate behavior, make a written record of the time, place, the persons involved, the general nature of the incident, and the exact words/actions/events/visual clues used. Do not conduct an investigation.
2. The laws governing reporting child abuse/neglect are described in DC St. 4-1301, which requires that any person aware of or suspecting an incident of child abuse or neglect report this to DC Child and Family Service Agency at (202) 671-SAFE (7233) or contact the police as soon as possible (See Appendix F).

3. In addition, FMW (see section H4 below) should be informed as soon as possible of any alleged or suspected child abuse, neglect or inappropriate behavior by any participant in an FMW Children's Activity. This will allow FMW to take the necessary measures to evaluate and mitigate the situation, independent of any outside investigation and any individual's statutory reporting responsibilities.
4. Informing FMW can be done in a number of ways: Notify a member of CSC or a member of the Committee sponsoring the event at which the alleged abuse occurred (e.g., REC for First Day School). In the absence of any of the above, a person should inform the Clerk of the Meeting or a Trustee. The person receiving the report will inform a member of CSC as soon as possible. Once notified, CSC will meet as soon as possible to review the situation (See F7).
5. CSC must inform FMW's Insurance Company (See Appendix A for details of current carrier) within twenty-four (24) hours after the alleged incident was first reported to them.
6. Any person suspected of child abuse, neglect or inappropriate behavior is subject to suspension from all FMW Children's Activities (see F7).
7. The CSC and any other members/attenders/employees of FMW should seek the advice of legal counsel before responding to media inquiries.
8. CSC should review this policy to be sure all procedures are being followed and work with FMW's Insurance Company and legal counsel as needed concerning the alleged incident.

I. Safety of physical space at or during FMW Children's Activities

1. The FMW Property Committee is the primary group that addresses building and grounds safety issues (*e.g.*, repairs or changes in furniture in specific rooms, grounds, playground equipment).
2. The Property Committee should be immediately informed of any suspected safety concerns of physical property.
3. The FMW campus, like many places of worship, at certain times allows any person to enter and exit the property freely. Many times there are multiple entrances and exits from FMW that are not supervised in any way.

For example during a typical Sunday Morning Meeting for Worship in May 2013, the campus could be accessed in the following ways:

- a. The front garden gates are open.
 - b. The door between the assembly room and the back garden is normally open.
 - c. The back garden, although seemingly closed, often has the following configuration: Gates towards the street (Decatur Place NW) are normally locked. Gates towards the front garden opposite side of the Decatur Place NW gates are open, or if locked many children can easily climb over them. Doors to Quaker House are usually open which in turn has open doors with street access to Decatur Place NW.
 - d. The second floor of FMW building has multiple entries and exits.
 - e. A number of rooms used for childcare and FDS have emergency exit doors that are normally closed from the outside.
4. Children may enter the kitchen only during an FMW Children's Activity and under the supervision of ACGs.

Appendix A: Definitions

Adult: An individual who is 18 or older years of age.

Adult Childcare Giver (ACG): An individual 18 years of age or older who has applied and been approved by CSC to lead or co-lead FMW Children's Activities.

Baltimore Yearly Meeting (BYM): is the body of Religious Society of Friends (Quakers) comprising Quaker Meetings in the areas of central Pennsylvania, Maryland, West Virginia, Virginia and the District of Columbia.

Child: An individual who is under 18 years of age (excepting children who have been legally emancipated between 16-18 years of age see: DC ST 16-2301 and DC ST 16-4604.02).

Child Abuse and Neglect: Is the intentional, physical or mental injury, sexual abuse, negligent treatment, or maltreatment of any child under the age of eighteen by a person who is responsible for the child's welfare under circumstances which indicate the child's health or welfare is threatened." (See DC St. 16-2307(9)(23)). See DC St. 16-2301 for criteria (see *Appendix G*) and also links in *Appendix F*.

Child Safety Committee (CSC) member: A person approved by FMW's Meeting for Worship with a Concern for Business to serve on the CSC. Members of CSC are responsible for Child Safety Policy, this document and should be consulted in any matters involving children at FMW.

Custodian: A person or agency, other than a parent or legal guardian:

(A) to whom the legal custody of a child has been granted by the order of a court;

(B) who is acting in loco parentis; or

(C) who is a day care provider or an employee of a residential facility, in the case of the placement of an abused or neglected child (DC ST 16-2301(12)).

Guardian: A person who, under court order, is the guardian of the person of a minor or a public or private agency with whom a minor has been placed by a court (DC St. 2-1542).

First Day School (FDS): An FMW Children's Activity under the guidance of the Religious Education Committee (REC), which generally takes place on the FMW campus in Washington DC or at nearby locations such as Church of the Pilgrims.

FMW Activity Coordinator: The person in charge of a particular FMW Children's Activity (*e.g.*, for First Day School activities this is the REC Clerk or their designated person).

FMW Children's Activity: Any activity sponsored by FMW that is principally aimed at children or that has a large number of children present (*e.g.*, First Day School, a field trip, or hosting visiting children staying on FMW property).

FMW Meeting for Worship with a Concern for Business: The forum in which FMW business decisions are reached (generally held once a month except in August).

Insurance Company: The company that provides liability insurance to FMW. As of May 2013, this was Guide One Insurance Company which can be reached at 1-888-748-4326.

Nursery Age: Child too young to participate in regular First Day School classes who may instead participate in the FMW childcare program, usually 0-5 years of age.

Parent: A natural parent, adoptive parent or step-parent, or any person who has legal custody by court order or marriage, or any person not less than 21 years of age who is authorized by the natural parent, adoptive parent, step-parent or custodial parent of a child to be a caretaker for the child (DC St. 2-1542).

Religious Education Committee (REC): Committee that coordinates children and adult religious education at FMW. This includes adult classes and First Day School and childcare for nursery-aged children.

Year of Age: The full year that the person is that age (*e.g.* 17 years of age means from the day that the child turns 17 till the day that the child turns 18).

Youth: A child between 14 and 17 years of age.

Youth Childcare Giver (YCG): A child 14-17 years of age who has applied and been approved by CSC to assist an ACG with nursery-aged children activities.

City: _____

State: _____ Zip Code: _____

Phone: (____) _____

Occupation: _____ Work Phone: (____) _____

Have you ever been suspected of, arrested for, charged with, under probation for, convicted or adjudicated of any type of (place an X):

-Crimes involving behavior toward children, including pornography? __yes __no

-Sexual or physical abuse? ____ yes ____ no.

-Production or distribution of drugs? ____yes ____no.

-Misuse of weapons? ____ yes ____no.

-Stalking or threatening incident against another individual? __yes __no

-Have any open criminal proceedings? ____ yes ____ no.

If you answered yes to any question please explain. Attach additional pages if needed:

Two references - not family members and non-FMW members/attenders are strongly preferred and the references must be unrelated to one another:

1) Name: _____ Telephone: () _____

Address: _____ E-mail: _____

2) Name: _____ Telephone: () _____

Address: _____ E-mail: _____

Non-paid applicants must answer the following questions:

Applicants must have been a member or attender of the FMW for at least six (6) months prior to the date of this application. Indicate which of the following might help establish this fact:

-Membership approval or request appears in Monthly Meeting Minutes _____

-Signature in guest book _____

-Request to be placed on the mailing list _____

-Name appears in a Meeting Directory _____

-Identifiable contribution made _____

-List 2 unrelated members or attenders of FMW that know you well:

1st person name Last _____ First _____

2nd person name Last _____ First _____

All applicants must complete this section:

I, _____ (Print applicant's First and Last Name) authorize Friends Meeting of Washington and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as volunteer or for employment now, and if applicable, during the tenure of volunteering or employment with Friends Meeting of Washington, DC.

I, my heirs, and administrators release Friends Meeting of Washington, DC and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

I have never been convicted/adjudicated of a sexual offense or sexual offenses against children. To the best of my knowledge, no one has ever accused me of being sexually, physically, or emotionally abusive of a child. Nor, to the best of my knowledge, has anyone ever said to me that I was touching or speaking to a child in a criminally inappropriate fashion.

I have read and been given a copy of the FMW Child Safety Policy.

Date: / /

Signature

mm/dd/yyyy

This section is for applicants less than 18 years of age

If applicant is **less than 18 years of age** then parent/guardian/custodian must sign here and submit a legible copy of their driver's license/passport/state id with photograph of themselves, this is in addition to the one for the applicant.

I, _____ (Print name) have read and been given a copy of the FMW Child Safety Policy. I consent to my child serving as a Youth Childcare Giver.

Date: / /

Signature

mm/dd/yyyy

Last Name	First Name	Middle Name
-----------	------------	-------------

Relationship

Appendix C:

Individual Consent, Emergency Contact, Hold Harmless and Photo Release Form

Name of Activity: _____

Location: _____

FMW Event Coordinator Name: _____

FMW Event Coordinator telephone during activity: (____)_____

Dates of Activity ___/___/____ to ___/___/____ (mm/dd/yyyy)
(if this is for First Day School please put 09/01/yyyy to 08/31/yyyy and list activity as First Day School with the clerk of REC as the FMW Event Coordinator)

Child's name _____
Last First Middle

Date of birth ___/___/___ Age _____ Sex _____ Grade _____
mm/dd /yy

Address _____

Emergency Contact (2 must be listed)

1) Name: _____ Relationship _____

Home _____ Cell (____)_____ Work (____)_____

2) Name: _____ Relationship _____

Home _____ Cell (____)_____ Work (____)_____

I, _____ (Print First and Last Name), being the parent/guardian /custodian of _____ (Print First and Last name) hereby give my consent for my child to participate in this activity sponsored by Friends Meeting of Washington, DC. I understand that the leader(s) of this activity will take all reasonable safety precautions, and that the possibility of an unforeseen hazard does exist. I further agree not to hold the Friends Meeting of Washington, DC its leaders, employees and volunteer staff liable for damages, losses, diseases, or injuries incurred by the child listed on this form or myself. I have recorded the telephone number for the Event Coordinator.

Signature of parent/guardian/custodian Date ___/___/____
mm/dd/yyyy

Continued on next page

Assign Custodial Responsibility of Child

If the parent/guardian/custodian will not be present at the activity AND this activity is occurring off campus AND/OR the activity involves an overnight stay. I assign custodial responsibilities for my child to (Print First and Last

Name): _____ (This person cannot be responsible for more than four (4) children, if they have one or more of their own children).

Signature of Parent/guardian/custodian Date ____/____/____
mm/dd/yyyy

Photo release of child for FMW use

I agree to the use of the likeness of my child, _____

_____, (Print First and Last Name) for Friends Meeting of Washington information, publicity and/or promotional purposes. I understand and agree that photographs of my child may be printed in promotional materials. I further understand and agree that my child's likeness, in photographs or videos, may appear on a webpage or webpages produced by Friends Meeting of Washington and that such webpage(s) will be accessible via the Internet. I agree that any materials produced pursuant to this release may be used, in whole or in part, without my inspection or further consent or approval, of the finished product or any use of said materials or product by Friends Meeting of Washington. Friends Meeting of Washington does not caption/embed any children's names to/in photographs (an exception is made for material on bulletin boards within the FMW campus buildings).

I have read this agreement, and I make it willingly on behalf of my child.

Signature of Parent/guardian/custodian Date ____/____/____
mm/dd/yyyy

This last part is optional and should only be completed at the request of FMW

Release of child name for FMW use on electronic or printed media

I agree that the name of my child, _____

(Print First and Last Name) may be posted by Friends Meeting of Washington for information, publicity and/or promotional purposes in both electronic and/or printed media.

I have read this agreement, and I make it willingly on behalf of my child.

Signature of Parent/guardian/custodian

Date ____/____/_____
mm/dd/yyyy

Appendix D:

Group Consent and Hold Harmless Form

Name of Activity: _____

Location: _____

FMW Event Coordinator Name: _____

FMW Event Coordinator Tel. during activity: _____

Dates of Activity ___/___/_____ to ___/___/_____ (mm/dd/yyyy)

Group name _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Group Coordinator (older than 18 years of age):

_____ Last Name First Middle

Telephone Primary: (____) _____ Secondary: (____) _____
(primary must be valid during activity)

Email: _____

Secondary Group Coordinator (older than 18 years of age):

_____ Last Name First Middle

Telephone Primary: (____) _____ Secondary: (____) _____
(primary must be valid during activity)

Email: _____

I, _____ (Print name), being the group coordinator/leader of _____ (Print group/Meeting House name) that will be present on FMW property, this includes inside and outside, understand that I and my group will take all reasonable safety precautions, and that the possibility of an unforeseen hazard does exist. I further agree not to hold the Friends Meeting of Washington, DC its leaders, employees and volunteer staff liable for damages, losses, diseases, or injuries incurred by the member of this group.

_____ Date ___/___/_____
Signature of Primary Group Coordinator mm/dd/yyyy

_____ Last Name First Middle

On a separate page please print a list (First name, last name) of all participants in your group.

Appendix E:

Sign-in and Sign-out Sheet for FMW Children's Activity

Name of Activity: _____

(Return this to CSC after event)

Date of Event: ____/____/____ (mm/dd/yyyy)

Page 1 of ____

	Child's First and Last Name (PRINT):	Parent/ Guardian/ Custodian, First and Last Name (PRINT)	Sign Dropoff	Sign Pickup
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Appendix F:

Useful Links

DC Child and Family Safety

<http://cfsa.dc.gov/service/report-child-abuse-and-neglect>

See links within the page on signs of abuse/neglect

DC statutory law online:

<http://dc.gov/DC/Government/DC+Courts+&+Laws/DC+Laws>

choose the link "DC Official Code"

Baltimore Yearly Meeting Publications:

<http://www.bym-rsf.org/publications/>

choose the link on the left entitled "Policies"

Last verified: **2013-October**

Appendix G:

Extracts from Applicable DC Statutory Law

Definition of Child Abuse:

1623-01 Definitions

(23)(A) The term “abused”, when used with reference to a child, means:

- (i) infliction of physical or mental injury upon a child;
- (ii) sexual abuse or exploitation of a child; or
- (iii) negligent treatment or maltreatment of a child.

(B)(i) The term “abused”, when used with reference to a child, does not include discipline administered by a parent, guardian or custodian to his or her child; provided, that the discipline is reasonable in manner and moderate in degree and otherwise does not constitute cruelty. For the purposes of this paragraph, the term “discipline” does not include:

- (I) burning, biting, or cutting a child;
- (II) striking a child with a closed fist;
- (III) inflicting injury to a child by shaking, kicking, or throwing the child;
- (IV) nonaccidental injury to a child under the age of 18 months;
- (V) interfering with a child's breathing; and
- (VI) threatening a child with a dangerous weapon or using such a weapon on a child. For purposes of this provision, the term “dangerous weapon” means a firearm, a knife, or any of the prohibited weapons described in section 22-4514.

(ii) The list in sub-subparagraph (i) of this subparagraph is illustrative of unacceptable discipline and is not intended to be exclusive or exhaustive.

Definition of Neglect

1623-01 Definitions

(9)(A) The term “neglected child” means a child:

- (i) who has been abandoned or abused by his or her parent, guardian, or custodian, or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child. For the purposes of this sub-subparagraph, the term “reasonable efforts” includes filing a petition for civil protection from intrafamily violence pursuant to section 16-1003;
- (ii) who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental, or emotional health, and the deprivation is not due to the lack of financial means of his or her parent, guardian, or custodian;

- (iii) whose parent, guardian, or custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity;
 - (iv) whose parent, guardian, or custodian refuses or is unable to assume the responsibility for the child's care, control, or subsistence and the person or institution which is providing for the child states an intention to discontinue such care;
 - (v) who is in imminent danger of being abused and another child living in the same household or under the care of the same parent, guardian, or custodian has been abused;
 - (vi) who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian;
 - (vii) who has resided in a hospital located in the District of Columbia for at least 10 calendar days following the birth of the child, despite a medical determination that the child is ready for discharge from the hospital, and the parent, guardian, or custodian of the child has not taken any action or made any effort to maintain a parental, guardianship, or custodial relationship or contact with the child;
 - (viii) who is born addicted or dependent on a controlled substance or has a significant presence of a controlled substance in his or her system at birth;
 - (ix) in whose body there is a controlled substance as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian;
- or
- (x) who is regularly exposed to illegal drug-related activity in the home.

Definition of Criminal Background Check:

4-1501.05a. Assessment of information obtained from criminal background check.

(a) The information obtained from the criminal background check shall not create a disqualification or presumption against employment or volunteer status of the applicant unless the Mayor determines that the applicant poses a present danger to children or youth. In making this determination, the Mayor shall consider the following factors:

- (1) The specific duties and responsibilities necessarily related to the employment sought;
- (2) The bearing, if any, the criminal offense for which the person was previously convicted will have on his or her fitness or ability to perform one or more of such duties or responsibilities;
- (3) The time which has elapsed since the occurrence of the criminal offense;
- (4) The age of the person at the time of the occurrence of the criminal offense;
- (5) The frequency and seriousness of the criminal offense;
- (6) Any information produced by the person, or produced on his or her behalf, regarding his or her rehabilitation and good conduct since the occurrence of the criminal offense; and

(7) The public policy that it is beneficial generally for ex-offenders to obtain employment.

(b) The Mayor and covered child or youth services providers shall not employ or permit to serve as an unsupervised volunteer an applicant who has been convicted of, has pleaded nolo contendere to, is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.

(c) If an application is denied because the applicant presents a present danger to children or youth, the Mayor shall inform the applicant in writing and the applicant may appeal the denial to the Commission on Human Rights within 30 days of the date of the written statement.