

# UCC SAFE PLACE YOUTH Information Form

For volunteers/employees under 18 years old



Before you start serving with youth or children at UCC, read and discuss the Upland Community Church Child Care Expectations with your parent(s). The Expectations are on a separate sheet of paper so you can keep it to refer to after turning in this Information Form. Complete this form and turn it in to your ministry leader or the UCC office.

**FULL NAME:** \_\_\_\_\_  
First Middle Last

**Check one:**  I regularly attend Upland Community Church  I DO NOT regularly attend Upland Community Church.

Area(s) of ministry I plan to volunteer:

- Sunday School/Jr Church     Childcare for Bible Study     FITS     Other: \_\_\_\_\_  
 BASICS/BASICS Jr     YOUTH Jr/Sr High     LIFT  
 Nursery     Quizzing     Homeschool Group

**\*\*PLEASE PRINT LEGIBLY!\*\***

Street address	City	State	Zip
Date of Birth	Date I will turn 18		
Grade level in school	Parent name/s		
Youth Email	Parent Email/s		
Youth cell	Parent cell/s		

## WORK EXPERIENCE

If you have experience or instruction in working with children, please mark what kind of experience you have:

- caring for siblings     helper at a church event     Red Cross babysitting course  
 babysitting for other families     Childcare class at school     First Aid/CPR/lifesaving class

## POLICY ACKNOWLEDGEMENT

*I recognize that Upland Community Church is relying on the accuracy of the information I provided. Therefore, by signing this form, I agree that all of the information that I have provided is true and correct. I agree to abide by the policies of Upland Community Church and follow the guidelines as printed in the Child Care Expectations Form. I will strive to live a lifestyle in line with scriptural teachings and refrain from unscriptural conduct while I am a volunteer for UCC. I will follow the directions of my ministry leader and the specific ministry training I am given.*

**SIGNATURE of youth** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE of parent** \_\_\_\_\_ **DATE** \_\_\_\_\_

# UCC CHILD CARE EXPECTATIONS for Youth



Youth Volunteer & Parent -

The following information needs to be reviewed to ensure understanding of the importance of our Safe Place guidelines. There will be ministry training given for the specific ministry you will be participating in.

- Review the UCC Child Care Expectations (below) together then complete the complete the attached Youth Volunteer Information Form, both signatures are required.
- Return the completed form to your ministry leader or the church office. Keep this page to refer to.

If you have questions, contact Alayna Rolling, UCC Safe Place Coordinator – [alaynar@uplandcc.org](mailto:alaynar@uplandcc.org) or 765-998-2746.

## YOUTH Safe Place guidelines

- **Appropriate physical contact** - No one should ever feel uncomfortable in the way they are being touched. Appropriate touching means offering a gentle touch on the shoulders, hands, arms, or back.

Inappropriate touching includes kissing, demanding kissing or hugs, touching private areas where a bathing suit would cover, or any physical contact that feels uncomfortable or disturbing. It is okay to hold babies, but if a preschool or older child wants to sit with you, have the child sit beside you or on your knee (not in your lap close to your body).

- **Follow supervision guidelines.** All children and youth volunteers must work with a trained adult and follow their directions.
- Staff and volunteers who work with children/youth should always observe the “2-adult-rule”, and “3-person-rule”.

The “2-adult-rule” requires that all workers make every effort reasonable to avoid situations where one adult is left alone with children/youth. If there is only one adult present, the “3-person-rule” is required. No adult is ever permitted to be alone with one child. There must be either 2 adults and 1 child or 1 adult and 2 children present (at least 3 people). **Youth should never supervise children without the presence of an adult.**

Safe Place guidelines are designed to reduce the risk of accidents, problems, misunderstandings or actual child abuse in our program by reducing isolation with a child/youth and increasing accountability for our staff and children/youth workers.

- **Report inappropriate or suspicious behavior.** Any inappropriate or suspicious behavior needs to be reported to a ministry leader or the SafePlace Coordinator immediately. This includes reporting any suspected abuse being committed (to a child, by a child, by an adult present or not present, or for any child with signs of abuse). **No one will ever be in trouble for reporting suspected abuse.**