

## **Kittamaquondi Community Inc.**

# **POLICY FOR THE PREVENTION OF SEXUAL ABUSE, HARASSMENT, AND BULLYING OF CHILDREN AND YOUTH**

### **Introduction**

A central tenet of the Christian faith is the inherent value and worth of all children, youth, and adults. Children and youth are least able to protect themselves in our society and are particularly vulnerable to abuse and neglect. Kittamaquondi Community, Inc. (henceforth referred to as KC) is as desirous of protecting the youth and children who participate in the life of this congregation as it is committed to providing a safe environment for its members, worshippers, visitors, volunteers, contractors and employees. We affirm the rights of all to pursue their activities free from discrimination and conduct including actions that could be deemed to be of a sexual nature. KC is committed to dealing compassionately, expeditiously and fairly with allegations of sexual abuse, harassment and bullying. This policy outlines definitions, screening processes, selection of church staff and adult volunteers, staff supervision guidelines and ongoing education of persons who work with children and youth along with reporting guidelines for suspected abuse and harassment of a sexual nature and bullying.

Our purpose for establishing this Prevention policy (and accompanying procedures) is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth, and vulnerable adults as we believe:

*Our Christian faith calls us to offer both hospitality and protection to the little ones, our children. Children must be protected from economic, physical and sexual exploitation and abuse. Tragically, churches have not always been safe places for children. The problem of child sexual abuse and exploitation cuts across all economic, cultural and racial lines. God calls us to make our churches safe places, protecting children and other vulnerable persons from abuse.*

### **Definitions**

KC is committed to maintaining a worship, work and youth environment free of sexual abuse, harassment and bullying as they are inappropriate, considered immoral and illegal under the law.

### **Child/ Youth and Adult**

Following the public school system definitions, a “child” is anyone age 11 or under. A “youth” is anyone not a “child” and under the age of 18. An “adult” is anyone 18 years of age or older.

### **Sexual Harassment**

Sexual Harassment is defined as unwelcome attention, advances, touching or harassment of a sexual nature that includes a range of behaviors from mild, implicit or subtle transgressions and annoyances to overt and blatant activities or conduct. (For Examples, see Appendix A)

### **Sexual Abuse**

Sexual Abuse is defined as advances against another person's will of a sexual nature that may include behaviors from mild and/or subtle transgressions, designed to groom the person for more overt and blatant activities or conduct that may evolve into forced sexual activity. Please note that any form of sexual activity with child/youth at church, home or any other setting is considered sexual abuse.

### **Sexual Misconduct**

Sexual misconduct refers to a range of behaviors intended to obtain sexual contact against another person's will and without their consent, or with someone who is not of a legal consenting age. Lack of consent can be compounded by the use of bribes, threat, force or abuse of leadership authority. (See Appendix B for examples)

### **Bullying**

Bullying is the repeated use over time of a written, verbal or electronic expression, a physical act or gesture directed at a child/target that causes negative attention and/or physical and emotional harm which may or may not result in harm to oneself by the victim. This also includes cyberbullying. (See Appendix C for examples)

### **Emotional Abuse**

A pattern of intentional conduct which crushes a child's/youth's spirit attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

### **Requirements for Employees and Volunteers (18 years and older) who Work with Children and Youth**

Kittamaqundi Community, Inc. is committed to providing a safe and healthy environment in which young people can learn about and experience God's love. In order to promote this, we have established these guidelines and requirements:

1. Those who volunteer to work with minors should be regularly associated with Kittamaqundi Community, Inc.
2. All who volunteer for child/youth work will complete an application (See Appendix 1) and may require an interview with the Spiritual Education or Human Resources Leadership Team

3. All employees, contractors and volunteers who regularly work with children and youth must complete a release of information form that permits a background and/or a fingerprint check.
4. All employees, contractors and regular volunteers who work with children and youth will undergo a criminal background check, which includes verification by a third-party vendor.
5. All employees, contractors and volunteers who regularly work with children and youth will receive and sign a copy of the KC Child, Youth and Adult Protection Policy and requirements concerning child abuse reporting policies and procedures.
6. An additional guideline includes having two adults over 18, who have completed the vetting process, in any KC activity where children and youth are present.

### **Staff Training and Supervision**

1. An annual training will be provided focused on current issues of child protection and clarification of definitions of child sexual abuse and bullying
2. Attendance at this training will be required of all paid staff members, screened and non-screened adult volunteers who work with the child and youth programs in the church.
3. The training will include:
  - a. Definition and recognition of child abuse
  - b. The church's policy and procedures on child abuse and the reasons for having them
  - c. The need to maintain a positive classroom and camp environment, including methods for resolving conflicts between children/youth and use of appropriate discipline strategies for the age of the child/youth
  - d. Definition of appropriate interpersonal boundaries
  - e. Reporting responsibilities and procedures

It is the policy of this church to provide adequate supervision and safeguards for children and youth activities. In situations where participants are not readily visible to each other, all reasonable efforts will be made to ensure that no fewer than two adults are present with children. Youth over the age of 16 may assist an adult in supervising children and youth activities. However, such assistance does not alter the goal that at least two vetted adults be present.

Written consent of one parent or guardian of a minor will be required for all activities off the church property, and any overnight activities.

## **Responding to and Reporting Allegations of Child/Youth Abuse**

CODE OF MARYLAND REGULATIONS (COMAR) defines child abuse and neglect as:

- Physical injury (not necessarily visible) of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child, leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

Mandated reporters include: Health Practitioners, Human Service Workers, Educators, Police Officers. While an adult volunteer may not fall under the definition of any of these categories, the moral imperative to protect children and youth extends to other situations where abuse is suspected. Suspected abuse within the context of the church, e.g. Sunday School, Youth Group, Agape Saturdays and Summer Camp, fall within the description of the statute and a report is required. Clearly, when child abuse is suspected or observed, the moral imperative and potentially the legal requirement, is to call the Child Abuse Reporting Agency, Child Protective Services, at (410) 872-4203.

It is imperative that any individual who has been subjected to sexual abuse or sexual misconduct and anyone with knowledge of sexual abuse or misconduct involving minors (children under age 18) or those lacking in mental capacity, must immediately notify the appropriate authorities of such conduct (see phone number above). The authorities then assume responsibility for the investigation.

Allegations of abuse at events/classes that occur at KC, or KC-sponsored events will be reported to the Enabling Minister, the Council president and/or the Chair of Human Resources. Additionally in cases of suspected abuse of Agape children, Reverend Edward Robinson would be contacted (410) 258-2221 and with his guidance a determination of the appropriate course of action will be made.

KC will cooperate fully with any investigation by civil authorities relating to any alleged claim of sexual abuse.

**NOTE 1: Reporting does NOT require PROOF that child abuse or neglect has occurred. Incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family. Witnesses to child abuse and neglect are rare. Professional judgment and knowledge should be used to evaluate any suspicion. Anyone making a "good faith" report is immune from civil liability and criminal penalty.**

**NOTE 2: Any incidents of abuse or physical harm resulting from an accident occurring at a KC-sponsored event will be: 1) noted on a Child/Youth Protection Incident Form (Appendix I); 2) completed by the adult in charge of the event; 3) shared with the Human Resources Leadership Team who shall maintain these files in a secure location and who will share the information with the Executive Team of Council.**

## **APPENDIX A**

### **EXAMPLES OF SEXUAL HARASSMENT**

1. Subjection to any kind of harassment (such as verbal harassment or abuse, pressure for sexual activity, touching inappropriately and/or of a sexual nature remarks made whether written or verbal to a person with a sexual or demeaning implication) as an explicit or implicit term or condition of an individual's employment, education, training, service, worship/fellowship and/or any other decision affecting an individual.
2. Subjection to sexually harassing behavior (such as verbal harassment or abuse, pressure for sexual activity, touching of a sexual nature or remarks to a person with a sexual or demeaning implication) is used as the basis for employment, education, training, service, worship/fellowship and/or any other decision affecting an individual.
3. Conduct that has the purpose or effect of unreasonably interfering with an individual's work, service, performance or creates an intimidating hostile or offensive working environment (hostile work environment harassment) as defined by the Equal Employment Opportunity Commission Guidelines on Sexual Harassment.
4. Conduct that has the purpose or effect of interfering with the performance of a member, official employee or volunteer, creating an intimidating hostile, offensive, or otherwise adverse work or worship environment.

## **APPENDIX B**

### **EXAMPLES OF SEXUAL MISCONDUCT**

Examples of Sexual Misconduct include but are not limited to: • Demeaning references to one's gender • Inappropriate comments about one's clothing or body • Staring, comments or propositions of a sexual nature • Jokes containing sexual content • Demeaning or inappropriate text messages, chat room responses, or the use of any other social media to communicate sexual content and/or sexual comments • Inappropriate questions about one's sexual behavior • Sexually suggestive innuendoes and double meanings • E-mails containing pornographic materials • E-mails containing harassing messages of a sexual nature • Communicating through sexually suggestive posters • Communicating through sexually suggestive objects • Communicating sexually suggestive telephonic, electronic, or other written communications • Demand for dates • Stalking • Demand for sex • Physical sexual assault and/or rape • Sexual exploitation • Voyeurism • Request for sex in exchange for favors, recommendations, employment, leadership roles or positions, or promotions.

## **APPENDIX C**

### **EXAMPLES OF BULLYING AND CYBERBULLYING**

1. Causes physical or emotional harm to the target or damage to the target's property;
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
3. Creates a hostile environment at church or church-sponsored activities for the target
4. Infringes on the rights of the target at church or church-sponsored activities
5. Materially and substantially disrupts the target and or the orderly operation of the church.



## **Kittamaquondi Community, Inc.**

### **PROCEDURES FOR REPORTING, INVESTIGATING AND RESOLVING COMPLAINTS OF ADULTS REGARDING SEXUAL HARASSMENT, MISCONDUCT, ABUSE OR CYBERBULLYING**

#### **A. General Rules of Conduct**

Individuals who feel they have been subjected to sexual harassment, misconduct and/ or bullying and/or anyone with knowledge of sexual harassment, misconduct and/or bullying may report such inappropriate conduct to the KC Council Executive Team, the Enabling Minister and/or the Human Resources Chair. Church officials receiving such a complaint shall maintain this information in a confidential manner, not discussing or sharing the report or facts contained therein to any person(s) other than those who have been established to handle and resolve such matters.

#### **B. Complaint Process**

Individuals who feel they have been the victim of sexual harassment, misconduct or bullying may report such inappropriate conduct by completing a “Sexual Harassment -- Misconduct – Bullying Complaint Form”. Reporting forms may be obtained at the church office, or from a Human Resources Leadership Team member. Complaint forms may be submitted by the victim, accuser of the alleged misconduct or by a third party, and should include complete details regarding the person suspected of sexual harassment, misconduct and /or bullying and the details of the allegation. In the event of a complaint filed by a person who is less than 18 years of age the HRLT chairperson shall provide written notification to the parent(s) or legal guardian(s) of the accuser, within **72** hours from receipt of the complaint. Upon completion, Complaint Report forms shall be submitted to an individual designated by the Enabling Minister/HR Chair to receive and maintain the forms who shall maintain them in a secure file within the KC office.

#### **C. Investigative Process Upon receipt of a Sexual Harassment – Misconduct – Bullying Complaint Form**

The HRLT chair shall immediately notify Council President, and if deemed necessary, legal counsel of KC, and a team shall convene no later than **7 days** from the receipt of the complaint. The Review Team shall consist of the Enabling Minister, a member of the Council Executive Team and Chair of HRLT (or it’s representative). They are charged with reviewing and deliberating on the information provided by the accuser or reporting party. The HRLT chair shall provide written notification of the report to the accused party within **8 days** and of the allegation made against the accused. This notification shall include an outline of the investigative process and the responsibilities of the accused.

During the complaint review process the Review Team, in consultation with legal counsel, if necessary, shall investigate to determine the factual basis of the allegations provided in the accuser's complaint. The Review Team shall conduct interviews with all parties involved in connection with the allegations made. In addition, witnesses who may possess relevant information regarding the allegations will be queried. If appropriate, the Review Team shall conduct a hearing where both the accuser and the accused will be given the opportunity to provide statements and make remarks regarding the allegations.

During the hearing, the team members have the right to ask questions of the witnesses providing testimony. All documentary evidence and witness testimony received will be considered. Upon completion of the investigation and review the Review Team shall document its findings and make a recommendation of action to be taken. This recommendation will be sent to the Council. If the allegation proves to be unfounded or unsubstantiated this will be noted in the recommendation.

The complaint disposition may be as follows;

A. Allegations Unfounded due to

1. Insufficient Evidence
2. All leads Exhausted

Or because of

3. Inadequate Skills of the abuser
4. Not Applicable

If the allegations are deemed unfounded, the Review Team will notify the alleged target and the accused of the findings and the basis for the conclusions drawn. If appropriate, counseling, mediation, or guided conversation may be offered to repair the relationship if requested and or agreed to by both parties.

B. Allegations Founded

For employees:

1. Counseling
2. Suspension from duties for a period of time
3. Termination from employment

The recommendations made by the Review Team and any action taken by the Executive Team and/or Council will be consistent with guidelines of KC Personnel Policy and/or any contractual agreements.

For Volunteers:

1. Counseling, with additional training in abuse, misconduct and/or bullying
2. Suspension from volunteering on the activity in question.
3. Suspension from all KC voluntary activities.

## **D. Disciplinary Action**

Once a determination is made regarding the allegations, the Team shall forward its recommendation to the Executive Team of Council as a point of information and to request assistance in implementing a course of action, if necessary. If the allegations are considered founded, Council will also be notified with details remaining confidential. Disciplinary actions or sanctions imposed against an individual who has engaged in (an) activity(ies) constituting sexual harassment, misconduct and/or bullying as defined in this policy should be proportional to the gravity of the misconduct, consistent with due process, and in accordance with the Personnel Policies/Bylaws of KC and state and federal laws and statutes.

## **E. Rights of the Accuser and Rights of the Accused**

- The contact: name, address, email and phone numbers of the accuser will not be given to the accused.
- The accused is presumed innocent of the alleged sexual harassment, misconduct and/or bullying until such time as the evidence proves otherwise. The accused has an inalienable right to respond to the allegations or accusations in writing either personally or through choice of counsel. The accused should respond to the allegations of the complaint in writing within 14 business days after receiving notice of complaint from the Review Team. Depending upon the outcome of the preliminary investigation, the accused has the right to demand a formal hearing. The right of the accused to demand a hearing should be exercised within 7 business days after the completion of the preliminary investigation by the Team. The accused is not entitled to demand a hearing where the Team has issued a determination favorable to the accused.

## **F. Handling of Parent or Legal Guardian during an Investigation and/or Hearing**

In the event of an allegation of sexual harassment, misconduct and/or bullying by or against a person less than 18 years of age, the parent(s) or legal guardian(s) of the accuser and/or the accused shall be notified in writing of the report/complaint. In the event of an allegation of sexual harassment or misconduct by or against a person less than 18 years of age the Review Team should direct all Team correspondence, whether written or verbal, to the parent(s) or legal guardian(s) of the accuser and/or the accused.

Persons 18 years of age and older shall be treated as adults in the event of allegation(s) of sexual harassment, misconduct and/or bullying. Persons 18 years of age but less than 21 years of age may at their discretion give consent to have their parent(s) or legal guardian(s) present during the investigative and hearing process; however, the parent(s) or guardian(s) of the accuser and/or the accused are NOT entitled to participate in the investigative or hearing process. In the event of a parent or legal guardian filing a complaint of sexual harassment, misconduct and/or bullying involving a person less than 21 years of age the parent(s) or guardian(s) shall be entitled to be present and participate during the investigative and hearing process.

## **G. Documentation of Investigative Reports and Findings**

All investigative reports, signed documents and other documents associated with each case should be kept on record for a minimum of five (5 years) and secured in a location where all personal data of both the accused and accuser are confidentially stored.

**APPENDIX D**  
**Kittamaqundi Community, inc.**  
**COMPLAINT FORM TO REPORT SEXUAL HARASSMENT,  
MISCONDUCT, ABUSE OR CYBERBULLYING FOR ADULTS**

Date of this Report: \_\_\_\_\_

Reported by: \_\_\_\_\_

Name: \_\_\_\_\_

Date of the Incident: \_\_\_\_\_

Relationship to Accuser/Victim: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Person(s) suspected of misconduct/harassment:

Name: \_\_\_\_\_

Relationship to Accuser/ Victim : \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

**(Note: Do not be concerned if you do not have all the information. Submit the form with whatever information you have. The back of this sheet may be used to write additional information)**

Other person(s) involved (victims):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Other person(s) witnesses:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

**APPENDIX E**  
**Kittamaqundi Community, Inc.**

**ACKNOWLEDGEMENT OF 1) RECEIPT OF PREVENTION POLICY;  
2) PROCEDURES TO REPORT ABUSE, MISCONDUCT, HARASSMENT,  
BULLYING; AND 3) AGREEMENT TO COMPLY WITH THE POLICY  
AND TO COMPLY WITH SECURING A BACKGROUND CHECK**

**EMPLOYEE FORM**

I, \_\_\_\_\_, as a KC Employee agree to comply with the church *Prevention Policy and Procedures for Reporting* while working with youth, children or adults in any capacity.

I hereby acknowledge that I have received and read a copy of the Kittamaqundi Community Church's Prevention Policy, which prohibits sexual harassment, misconduct, sexual coercion and/or sexual exploitation and /or bullying of children or adults. I acknowledge that I understand this policy and I agree to abide by it.

I understand that if I engage in sexual harassment, misconduct or bullying behavior, while I am employed in any internal or external activity related to the church, I will be subject to appropriate disciplinary procedures. This may include civil and/or criminal action(s) and may result in suspension and/or termination of my work as an Employee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I agree to comply with the Prevention Policy requirement to file paperwork necessary to complete a **background check**.

Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

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

**APPENDIX F**  
**Kittamaqundi Community, Inc.**

**ACKNOWLEDGEMENT OF 1) RECEIPT OF PREVENTION POLICY;  
2) PROCEDURES TO REPORT ABUSE, MISCONDUCT, HARASSMENT,  
BULLYING; AND 3) AGREEMENT TO COMPLY WITH THE POLICY  
AND TO COMPLY WITH SECURING A BACKGROUND CHECK**

**VOLUNTEER FORM**

I, \_\_\_\_\_, as a KC Child and Youth Volunteer agree to comply with the church *Prevention Policy and Procedures for Reporting* while working with youth, children or adults in any capacity.

I hereby acknowledge that I have received and read a copy of the Kittamaqundi Community Church's Prevention Policy, which prohibits sexual harassment, misconduct, sexual coercion and/or sexual exploitation and /or bullying of children or adults. I acknowledge that I understand this policy and I agree to abide by it.

I understand that if I engage in sexual harassment, misconduct or bullying behavior, while I am volunteering in any internal or external activity related to the church, I will be subject to appropriate disciplinary procedures. This may include civil and/or criminal action(s) and may result in suspension of or termination of my work as a volunteer.

\_\_\_\_\_  
Volunteer Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date

I agree to comply with the Prevention Policy requirement to file paperwork necessary to complete a **background check**.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_

(If under 18, a parent/legal guardian's signature is also required)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX G**  
**Kittamaqundi Community, Inc.**

**ACKNOWLEDGEMENT OF 1) PREVENTION POLICY RECEIPT;  
2) PROCEDURES TO REPORT ABUSE, MISCONDUCT, HARASSMENT,  
BULLYING; AND 3) AGREEMENT TO COMPLY WITH THE POLICY  
AND TO COMPLY WITH SECURING A BACKGROUND CHECK**

**SUBCONTRACTOR FORM**

I, \_\_\_\_\_, as a church subcontractor on behalf of Kittamaqundi Community Church, agree to comply with the church *Prevention Policy and Procedures for Reporting* while working with youth, children or adults in any capacity.

I hereby acknowledge that I have received and read a copy of the Kittamaqundi Community Church's Prevention Policy, which prohibits sexual harassment, misconduct, sexual coercion and/or sexual exploitation and /or bullying of children or adults. I acknowledge that I understand this policy and I agree to abide by it.

I understand that if I engage in sexual harassment, misconduct or bullying behavior, while I am employed in any internal or external activity related to the church, I will be subject to appropriate disciplinary procedures. This may include civil and/or criminal action(s) and may result in suspension and/or termination of my work as a subcontractor.

\_\_\_\_\_  
Subcontractor Signature Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name Date \_\_\_\_\_

I agree to comply with the Prevention Policy requirement to file paperwork necessary to complete a **background check**.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Subcontractor Signature \_\_\_\_\_



**APPENDIX H**  
**Kittamaqundi Community, Inc.**

**KC CHILD/YOUTH VOLUNTEER/SUBCONTRACTOR APPLICATION**

Full Name (Last, First, Middle): \_\_\_\_\_

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

Day Time Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current Job Responsibilities: \_\_\_\_\_

Previous Experience With Children/Youth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Interests, Hobbies, Skills: \_\_\_\_\_

\_\_\_\_\_  
Availability to work with Children/Youth: Days: \_\_\_\_\_ Weekends \_\_\_\_\_

Can You make a One Year Commitment: Yes \_\_\_\_\_ No \_\_\_\_\_

Do you Have Your Own Transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Do You Have a Valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Why Do You Want to Work with Children/Youth? \_\_\_\_\_

\_\_\_\_\_  
What Gifts, Education, Training, or Interests Do You Have that Would Help You Work with Children/Youth? \_\_\_\_\_

\_\_\_\_\_  
What are Your Views on Appropriate Ways to Discipline? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged with, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, or other crimes of violence, theft or serious motor vehicle violations)? Yes or No. If Yes, please explain:

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Have you ever had to deal with a child abuse situation in any way, including being abused, being accused of abuse, knowing someone who was abused etc.? Yes or No If Yes, please explain:

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If Yes, what was your role? \_\_\_\_\_

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References: Please list two personal references (i.e., people who are not related to you by blood or marriage) and provide a complete address and phone number for each.

Name; \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name; \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Do we have your permission to contact these references as well as anyone else in order to obtain information about you for the purpose of considering you for a position of one who would work with children and/or youth? \_\_\_\_\_ Yes \_\_\_\_\_ No (If under 18 a parent signature is required to contact these references)

Parent Signature \_\_\_\_\_

Do we have your permission to share this information with those persons who will participate in acting on this Application? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

**APPENDIX I**  
**Kittamaquindi Community, Inc.**

**CHILD/YOUTH PROTECTION INCIDENT REPORT FORM**

Reason for Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_ Title: \_\_\_\_\_

Name(s) of Child(ren)/Youth: \_\_\_\_\_

Briefly describe what happened; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? Yes or No (circle). Names: \_\_\_\_\_

\_\_\_\_\_

What action did you take? \_\_\_\_\_

\_\_\_\_\_

Was the Incident resolved? Yes or No (circle). If yes, how? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who of the following have been notified?

\_\_\_\_\_ Enabling Minister

\_\_\_\_\_ Police

\_\_\_\_\_ Council President

\_\_\_\_\_ Child Protective Services

\_\_\_\_\_ Chair of Human Resources

\_\_\_\_\_ Reverend Robinson

\_\_\_\_\_ Parent