

Outline of Abuse Prevention Policy for Certification of Volunteer Staff

1. Application: Provide the application form for the prospective counselor to complete. Obtain the required references. The application form has been designed to satisfy both the personnel record required for camp ministries and the Abuse Prevention Policy for certified caregiver. This form shall be kept as a confidential document by the dean.
2. Interview potential counselor: This may be done by the dean or by a designate. Treat this with sensitivity. An interview form is provided for this purpose.
3. Background check: Those who are 19 or older shall fill out the "Authorization for Background Check." Submit a completed "Request form." Keep a copy for yourself. **BE SURE TO PUT YOUR NAME AND CAMP ON THE FACE OF THE FORM AND MAKE TWO COPIES!** Send the original to West Michigan Conference Center, 11 Fuller Ave. SE, Grand Rapids, MI 49506, Attn: Pamela Stewart, APT. **Be sure the copy clearly identifies you as the dean so that response can be returned to you.** Keep a second copy for your files along with the date it was sent.

For those 18 and younger, use the "Affidavit of Minors" which will be filled out and signed by both the counselor and the counselor's parent. We have included 18 year olds with minors in this instance because any juvenile back ground cannot be checked and at 18 there is no adult history to check.

4. The training of your staff will need to include the piece on Abuse Prevention Policy Training. A videotape of the training, complete with instructions, is available to you from the Abuse Prevention Team.
5. When you have completed the following:
 - a. Application with references.
 - b. Interview.
 - c. Background check or waiver for minors.
 - d. Training

...then you will be ready to send to the Conference Center (address above,) the form indicating either Certification Approved or Certification Denied.

If certification has been approved, the certification card will be mailed to you to give to your staff member. Certification is effective for 3 years, for re-certification we request you only re-submit forms for another background check. You will keep the supporting data on file just as you currently do with the personnel file.

If certification has been denied, you will return to the applicant all forms that he/she filled out personally. You will destroy all documents you received from others or filled out yourself. Also, you will inform the application that they have recourse to appeal to the Abuse Prevention Team. Offer them the names of members.

6. Abuse Prevention Team Members (2015) include:
Chair - Nona Spackman, nspackman12@gmail.com (517) 694-8346
Paula Damkoehler, quiltintwin@yahoo.com (989) 307-5104
Meg Goerke megamom_band@yahoo.com (231) 675-3461
James Paparella jamespaparella@gmail.com
Naomi Garcia (Conference staff) naomi@wmcumc.org (616) 459-4503

LIST OF ABUSE PREVENTION FORMS

Available online at: www.westmichiganconference.org “Resources” tab

1. **Application and Personnel Record:** This form combines the previous camp personnel file, the Abuse Prevention Team application and the “Permission for background check.” One for each applicant with his/her own written references (one from a pastor), and sign and date it in the appropriate place. The application form may be copied as needed on *white* paper.
2. **Non-Profit Record Request:** One form can be used for up to ten requests. Copy as needed. Be sure to note your name, address, and camp on the face of the form, make two copies, mail the original and one copy to the Conference Office (Attn: Renee Brott) and keep one for your records. The form may be copied as needed on *white* paper.
3. **Affidavit for minors in lieu of background check:** Use the white copy as your master and copy as needed on *green* paper.
4. **Affidavit for Non-Certified Care Giver:** May copy as needed on *yellow* paper.
5. **Interview:** Each applicant is to be interviewed. Use the white copy as your master and copy as needed on *blue* paper.
6. **Certification Approved:** One for each applicant, copy as needed.
7. **Certification Denied:** One for each applicant denied, copy as needed.
8. **Child Sexual Abuse Knowledge Inventory:** May be copied as need on ivory paper.
9. **Policy:** For your information. Copy as needed if any counselors also need additional copies.
10. **Entrusted To Our Care** – Training video script.
11. **Entrusted To Our Care Study Guide**- Training video study guide
12. **Report of Actual or Suspected Child abuse or Neglect**- Used to report to the State of Michigan.
13. **In-Person/ Telephone Reference Check**- Use when checking reference of applicants via phone or in-person.
14. **Written Reference Check**- Use when sending reference questions to an individual.