

SECTION 3
POLICY FOR
PREVENTION AND
PROCEDURE
REGARDING CHILD
ABUSE/NEGLECT

CENTRAL PRESBYTERIAN CHURCH
LONGMONT, CO 80501

Policy for Prevention and Procedure Regarding Child Abuse/Neglect

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I. INTRODUCTION

- A. In order to protect our children, teachers, and our church; and in order to facilitate the prevention of child abuse, the Central Presbyterian Church Children's and Student Ministry Departments have instituted the following policy and procedure regarding child abuse/neglect. It is the responsibility of the Christian Education Committee of Session to ensure proper implementation of the policy.

II. DEFINITION

- A. Child abuse or neglect means an act or omission, which threatens the health or welfare of a child. Child abuse includes non-accidental physical injury, physical neglect, sexual abuse (molestation), and emotional abuse.

III. NEED FOR POLICY

- A. There is at this time, no legal requirement in Colorado that the Church or its workers report child abuse. But as Christians and caretakers of God's children, we feel that it is our Biblical/moral responsibility to act on their behalf. This policy is an attempt to address these issues. This policy addresses two major concerns:
1. What our church will do to prevent abuse of children and youth. This includes policy regarding the screening of the children and youth workers as well as policies that guide the actions of the adults who work with our children and youth.
 2. How to identify and report cases of child abuse/neglect.

IV. PREVENTION PROCESS

- A. Screening Applicants for Positions of Trust
1. Application Form
 - a) Every person in a "position of trust" (See "Position of Trust" Addendum) within the children and student ministry departments will fill out an application form.
 - b) The dated application form will contain the following:
 - i. Applicant's name, address, phone, and pertinent personal information
 - ii. All criminal charges that resulted in a conviction, plea bargain or agreement except for traffic and game/fish violations
 - iii. Previous ministry involvement, including name, location, phone number of the church, the Pastor's/Supervisor's name
 - iv. Personal and business references
 - v. Waiver for release of police records

2. Screening
 - a) There will be an appropriate screening of volunteers in the Children and Student Ministry departments consisting of an interview and application follow-up as designated by the respective director. **Note:** Positions of Trust Addendum. All applicants listed under Children’s Ministry Department Positions of Trust, will have their personal references checked. A survey form will be sent to them with a stamped return envelope. All applicants listed under Student Ministry Department Positions of Trust plus regular nursery attendants will have their personal references checked plus a CBI check.
- B. Prevention procedures to be used by those in position of trust
1. Orientation
 - a) The Children and Student Ministries Departments will conduct an orientation for its associates in regard to policies, procedures, and any guidelines pertinent to that area. For example: bathroom procedures for small children, guidelines for children’s events away from church building, necessity of team teaching, etc.
 2. Facilities
 - a) The Christian Education Committee will ensure that the facility of Central Presbyterian Church will provide for optimum protection for children and teachers. For example: windows in doors of offices and classrooms.
 3. Record Keeping
 - a) The Children and Student Ministries Departments will give instruction to those in positions of trust instruction on the importance of keeping accurate documentation on unusual situations involving children and youth.
- C. Confidentiality
1. All applications and reference contacts will be kept strictly confidential and will be available only to the Senior Pastor, Director of Children’s Ministries (DCM) and Director of Student Ministries. Applications and reference contact information will be kept in a locked file.

V. **IDENTIFICATION AND REPORTING PROTOCOL**

- A. Signs of Child Abuse/Neglect
1. IT IS VERY IMPORTANT THAT CAUTION AND GOOD SENSE BE USED IN IDENTIFYING AND SUBSEQUENTLY REPORTING CHILD ABUSE/ NEGLECT. EVERY PARENT MAKES ERRORS IN JUDGMENT AND ACTION SOMETIMES, BUT WHEN EVIDENCES OF ABUSE SUCH AS THOSE LISTED BELOW CANNOT BE JUSTIFIABLY EXPLAINED OR WHERE THE EXPLANATION IS AT ODDS WITH THE DEGREE OR TYPE OF CONDITION, IT IS TIME FOR REPORTING.

2. To aid associates in correctly identifying non-accidental injuries, the individuals need to be familiar with the signs of abuse/neglect. These may include:
 - a) Evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma or soft tissue swelling.
 - b) Appearance of neglect, such as poor nourishment, inadequate clothing, lack of medical care or parental supervision that a prudent parent would take.
 - c) Disruptive behavior; very aggressive, negative behavior consistently repeated.
 - d) Recurrent bed wetting in older children.
 - e) Passive, withdrawn behavior, excessive shyness or friendliness.
 - f) Irritated, reddened or itching genitals.
 - g) Pain or injury to genitals or mouth.
 - h) Reluctance or fear of a person or of a place, such as restrooms.
 - i) Clinging, anxious, irritable behavior.
 - j) Regression to babyish habits, such as thumb sucking in older children.
 - k) Sudden self-consciousness about genitals.
 - l) Fearful behavior toward examination of the mouth.
 - m) Sudden interest in genitals of others, sexual acts and terminology.
 - n) Sexual behavior that is inappropriate for the age of the child.
 - o) Acting out sexual or abusive behavior with toys, animals, or people.
 - p) Nightmares, fear of dark, difficulty in falling asleep, new fears.
 - q) Severe increase or decrease in appetite.
 - r) Vehement over-reaction when child is questioned about whether he or she was touched.
3. When a child alleges abuse/neglect, and such allegation is corroborated by signs of abuse/neglect, or there is no apparent reason to believe the child is being untruthful, a report will be made. See Reporting Protocol section of this document.
4. To recognize a parent or family that may be abusive, the associate will be apprised of these signs:
 - a) Isolation of the family from any support system; discouragement by the family of other's attempts at social contacts.

- b) Reluctance to explain the child's injuries or condition (hunger, apathy, lack of appropriate clothing) or irrational or irrelevant explanations.
- c) Failure to obtain needed medical care for the child, or constant changing of doctors or hospitals.
- d) Reliance on harsh punishments as the "only way" to make the child mind.
- e) Continuing criticism of the child; impatience toward the child's crying or other attention seeking behaviors.
- f) Misuse of alcohol or drugs.
- g) Irrational, cruel or sadistic behavior.

B. Reporting Protocol

1. Anyone who suspects abuse or neglect will communicate their suspicion to the Director of Student Ministries or Director of Children's Ministries and Senior Pastor within 24 hours, and after concurrence, together they will report to the county authorities for their determination of the facts in the case. If no concurrence is reached, the Director of Student Ministries or Director of Children's Ministries will inform the reporting person that they may report unilaterally to the authorities if they still feel reasonable suspicion exists. Colorado law provides that any person, who in good faith reports child abuse or neglect as recognized by the law, shall be immune from any liability.
2. Initial reporting **will be accepted orally, but must also be submitted in writing**. The report should include:
 - a) Identity of child....name, address, phone, and age.
 - b) Identity of child's parents or other person responsible for child's care.
 - c) Nature and extent of injuries.
 - d) Date, time and place that injuries occurred.
 - e) Evidence of any previous suspected injuries.
 - f) Name, age and condition of other children in the home, if known.
 - g) Present location of child.
 - h) Name, address and phone number of person reporting.
 - i) Any other information that may be pertinent.
3. Any information regarding suspected abuse/neglect is to be kept strictly confidential by the person reporting the abuse and by the pastoral staff person to whom the abuse is reported.
4. The name of the person reporting the suspected abuse is also to remain confidential.

5. The Director of Student Ministries or Director of Children's Ministries will advise their committees and the Senior Pastor of the report. The parents of the child may be advised, as deemed necessary, by the Senior Pastor and the Director of Student Ministries or the Director of Children's Ministries.

POSITIONS OF TRUST ADDENDUM

CHILDREN’S MINISTRY DEPARTMENT POSITIONS OF TRUST:

CHURCH STAFF
CHOIR LEADERS
CHURCH SCHOOL TEACHERS
MIDDLE SCHOOL OR HIGH SCHOOL STUDENT VOLUNTEERS
VACATION BIBLE SCHOOL TEACHERS
WEDNESDAY NIGHT LIVE STAFF
MUSIC IN THE MOUNTAINS DAY CAMP LEADERS
KIDS’ KLUB LEADERS & VOLUNTEERS

STUDENT MINISTRY DEPARTMENT POSITIONS OF TRUST:

ANY PERSON INVOLVED IN ONE-ON-ONE CONTACT MINISTRY/DISCIPLESHIP
ANY PERSON IN A COUNSELING RELATIONSHIP WITH A STUDENT
WEEK NIGHT PROGRAM ASSOCIATES
SMALL GROUP/CORE GROUP LEADERS
RETREAT/CAMP COUNSELORS
STUDENT MINISTRY INTERNS

NURSERY ATTENDANTS
CUSTODIAL STAFF

GUIDELINES FOR THE PREVENTION OF SEXUAL ABUSE
(To be used with ‘Policy for Prevention and Procedure
Regarding Child Abuse/Neglect)

I. INTRODUCTION

A. Unfortunately, the number of sexual abuse incidents occurring **in churches** against children is increasing. No longer can church leaders say, “It can’t happen to us.” - because it has occurred in many churches across America. In order to protect our children, teachers and our church, and in order to facilitate the prevention of child abuse, Central Presbyterian Church has instituted the following policies and procedures regarding child sexual abuse.

These guidelines have been established to avoid instances and allegations of child sexual abuse. They are to be followed by every volunteer and employee serving in either Children’s or Student Ministries at Central Presbyterian Church.

All employees and Volunteers of Central Presbyterian Church shall adhere to policy and follow guidelines.

II. WHAT IS SEXUAL ABUSE?

A. “Any sexual activity with a child, whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child. This abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the actions.” (*Church Law & Tax Report*) Touch is a powerful form of communication. It is exceptionally effective in getting a child's attention, comforting a child, or communicating approval. When abused touch can leave scars in the life of a child.

III. GUIDELINES FOR ABUSE PROTECTION

A. Boundaries

1. Never place yourself in a position where you are alone with a child (other than your own) behind closed doors without a window. Doors without windows are to be propped open, or another adult should accompany you when alone with a child, e.g., restrooms, or when only one child is with you in the classroom, like the beginning or end of class time.
2. No person in a “position of trust” is permitted to initiate physical contact with a student unless it is specifically necessary in a public activity, exercise or event related to Central Student Ministry.
3. Persons in a “position of trust” are *prohibited* from casual, passive or informal physical contact with students or adults (whether at church, in a home, on retreats, mission trips, buses/cars/vans, etc.)
4. In ministry, there may be times when a private conversation is necessary or desirable. Private prayer, discipline situations, or counseling opportunities may be such examples. Follow these rules...

- a) Team Rule
When needing to be alone with a child or a young person, find

another adult who can be present (in visual contact) during your meeting or conversation. Preferably, this person will be the same sex as the child or young person you are meeting with. (*Church Law & Tax Report*)

b) Parental Permission Rule

If it is necessary to be alone with a child in an unsupervised situation, the child's parent or guardian must give permission prior to the meeting. If this meeting is to take place outside of planned ministry activity or off of the church campus, the volunteer must also notify the Children's Ministry Assistant/Director and seek the director's approval prior to this meeting. The meeting must be in a public place.

c) Communication Rule

Communicate with other adults specific details of meeting. All restroom breaks need to be supervised. When accompanying a child to the restroom, stand in the doorway to the restroom with the door open only if they need your supervision. If they need your direct assistance, leave the bathroom door open by using the doorstop, enter the restroom and assist as required. Do not close a stall door while you are in the stall with a child. Leave it ajar.

B. Supervision – Volunteer and Employees Shall:

1. All children and student ministries activities must be supervised.
2. Request permission from the Director of Children's Ministry or the Director of Student Ministries at least two weeks in advance when planning a special or scheduled activity.
3. Notify parents, in advance, of specific plans and receive written permission. Maintain a safe adult/child ratio. Always have at least two adults present.
4. When transporting children/youth, Please use discretion, caution, and common sense when transporting children and youth in church vans or private automobiles.
5. If you plan an off-site activity, you need a complete Parental Consent Form and Medical Release Form for each child attending. Forms must be kept with the leader during the activity in case of an emergency.
6. Any inappropriate conduct will be confronted and investigated immediately by the Director of Children's Ministry or the Director of Student Ministries.
7. No person in a "position of trust" is permitted to drive with a single (meaning "one") student in the car. Groups are allowed in the car providing they are picked up all at once at a precise location.
8. Personal communications between persons in a "position of trust" and students shall be confined to information, counseling and instruction. Common sense shall be used as to the nature, content, time, and purpose of such communications.

IV. TAKE APPROPRIATE ACTION

- A. Volunteers and employees of CPC Children's or Student Ministries are encouraged to work with the ministry staff when confronting, reporting or responding to instances of neglect or abuse. It is mandated in Scriptures for the church to protect and care for those who cannot protect and care for themselves.
1. Take care to evaluate your observations.
 2. Respond to and support the child's pain.
 3. Obtain: the name, address, phone number of parent or guardian name, address, phone number, age of child victim
 4. Immediately contact the Director of Children's or Student Ministries. Keep this information confidential. Disclose this information only to those who have a genuine "need to know".
 5. The CPC staff will work with the child, his family, and possibly the one reporting when follow up is needed. The accused will be treated with dignity and support.
 6. The CPC staff will immediately discuss any suspected abuse reported by our workers with an attorney.
 7. If any children's worker is accused of abuse, the CPC staff will immediately contact an attorney, and the accused will be suspended or assigned to a position with no contact with children.
 8. If allegations of abuse occur, Central Presbyterian Church will report such allegations and cooperate with state and local authorities in the investigation and possible prosecution of such allegations.

Policy for Screening Drivers for Children's or Youth Activities

- The church's insurance is through Day Larsen Insurance in Denver. Their number is 303-429-3527. Their fax number is 303-429-3528
- They will do a background check on any potential drivers for church related activities. You need to fax them the person's name and date of birth and their drivers license number. From that information they can check with the Dept of Motor Vehicles to check their driving record. After evaluating this data they will fax us back names that they would recommend for driving.
- They are reluctant to insure any one who has had 2 "problems" within the last 3 years and anyone with a "major" violation within the last 5 years.
- They are nervous about insuring anyone under the age of 25 and certainly would be very reluctant to insure someone under 21. They like to have at least 3 years of driving record to analyze.
- Please note there is no charge to us for this service. It is part of doing business with them. Hopefully one can anticipate drivers more than a couple days ahead of time. They said they usually can get the information back to you within 24 hours.

Application for Ministry – Adults over 18 Years

Central Presbyterian Church

This form is to be completed by all adult applicants (18 years of age and over) for any position (Volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities

General Information

Name: _____ Today's date: _____

Street Address: _____

City: _____ State _____ Zip _____

Phone: Work # _____ Home # _____

Date of Birth _____ Sex (Female) _____ (Male) _____ SS# _____

Emergency Contact Person: _____ Phone _____

Have you ever been known by any other name? (maiden or previous married name within the last 5 years)

Yes _____ No _____ If Yes, please provide other names _____

I prefer to work with _____ nursery _____ preschool _____ children. I am available to work on _____

Length of commitment I can make? _____ occasional _____ 3 months _____ 6 months _____ 12 months _____

What prompted you to consider ministry with children? _____

Employment History

List all of your employment in the last 5 years:

Employer/ Organization	Address	Supervisor	Phone	Dates Employed	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Church History

List most recent church membership or affiliation:

Church	Address	Pastor	Membership Dates	Volunteer work?
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Volunteer Experience

List all of your volunteer experience for the last 5 years:

Organization	Address	Supervisor	Phone #	Dates	Reason for Leaving
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List any gifts, callings, training, education, or other factors that have prepared you for children or youth work.

Personal References (not relatives)

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Covenant

Our children are most precious to us! The Lord God has given us the tremendous responsibility to assist in their spiritual growth and development. Each of us willingly places the needs of the children above our own. We who work in any capacity in Children's Ministry have agreed to subject ourselves to the very closest scrutiny. Toward that end we ask you to commit to being at least 15 minutes before class, praying for your students, and most importantly, presenting yourself as an example of Christ-like character.

Signed _____ Date _____

Certification

Please complete the following certification:

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

Signed _____ Date _____

If you are unable to sign the certification, please explain (include type of offense, dates and outcome)

Release and Authorization

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the volunteer or employing entity. I hereby authorize the entity to make any and all contacts necessary to verify my employment and volunteer history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer, church, volunteer organization, any law enforcement agencies or judicial authorities to release any and all requested relevant information to the entity.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the entity. I also agree that I will hold harmless the entity, any judicial authority, or other source of information from any and all claims, liabilities and causes of action for the legitimate release or use of any information.

Signed _____ Date _____

Signed Witness _____ Date _____

For Office Use Only

Verification of Employment and/or Volunteer Service Listed Below

Name of Employer or Agency	Name of Individual spoken with and Date of Verification	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name and signature of individual checking references:

Printed Name _____ Signature _____ Date _____

Results of Personal Letter References

Returned? And results of 2 letters? _____

Name and signature of individual checking references:

Printed Name _____ Signature _____ Date _____

Application for Ministry – Under 18 Years

Central Presbyterian Church

This form is to be completed by all STUDENT applicants (UNDER 18 years of age and over) for any position (volunteer or compensated) involving the supervision of minors. This is not an employment application form. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities

General Information

Name _____ Today's Date _____
(Last) (First) (Middle)

Street Address: _____

City _____ State _____ Zip _____

Date of birth: _____ Sex (female) _____ (male) _____

Emergency Contact Person _____ Phone _____

Phone Date _____

I prefer to work with _____ nursery _____ preschool _____ children. I am available to work on _____

Length of commitment I can make? _____ occasional _____ 3 months _____ 6 months _____ 12 months

What prompted you to consider ministry with children? _____

Volunteer Experience

List all of your volunteer experience for the last 5 years:

Organization	Address	Supervisor	Phone #	Dates	Reason for Leaving
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List any gifts, callings, training, education, or other factors that have prepared you for children or youth work.

Personal References (not relatives)

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Covenant

Our children are most precious to us! The Lord God has given us the tremendous responsibility to assist in their spiritual growth and development. Each of us willingly places the needs of the children above our own. We who work in any capacity in Children's Ministry have agreed to subject ourselves to the very closest scrutiny. Toward that end we ask you to commit to being faithful to the position God has called you to –agreeing to be prepared with your lesson, arriving at least 15 minutes before class, praying for your students, and most importantly, presenting yourself as an example of Christ-like character.

Signed _____ Date _____

Certification

Please complete the following certification: I certify that (a) no civil or criminal complaint or citation has ever been sustained or is pending against me for sexual misconduct; and (b) I have never resigned or been terminated from a position for reasons related to sexual conduct.

Signed _____ Date _____

Release and Authorization

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by Central Presbyterian Church. I hereby authorize the staff at Central Presbyterian Church to make any and all contacts necessary to verify my volunteer history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous volunteer organization, any law enforcement agencies or judicial authorities to release any and all requested relevant information to Central Presbyterian Church.

Signed _____ Date _____

Signed Witness _____ Date _____

For Office Use Only

Verification of Employment and/or Volunteer Service Listed Below

Name of Employer or Agency	Name of Individual spoken with and Date of Verification	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name and signature of individual checking references:

Printed Name _____ Signature _____ Date _____

Results of Personal Letter References

Returned? And results of 2 letters? _____

Name and signature of individual checking references:

Printed Name _____ Signature _____ Date _____

Central Student Ministries – Application for Ministry

Central Presbyterian Church

This form is to be completed by all adult applicants (18 years of age and over) for any position (Volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities

General Information

Name: _____ Today's date: _____

Address: _____

Date of birth: _____ Phone day: _____

Occupation: _____ Phone night: _____

Employer: _____ Drivers License # & State: _____

Cell Phone: _____ E-mail: _____

Work Status			Marital Status	
<input type="checkbox"/> part time	<input type="checkbox"/> full time	<input type="checkbox"/> student	<input type="checkbox"/> single	<input type="checkbox"/> married

EDUCATION

High school: _____ year graduated: _____

College / trade school: _____ year graduated: _____

degree: _____ minor: _____

Other education: _____ year graduated: _____

Personal and Spiritual History

Write a brief testimony about how you became a Christian.

Write briefly about significant events in your life that have impacted you spiritually.

Legal and Lifestyle Concerns

In caring for children & students, we believe it is our responsibility to seek an adult staff that is able to provide healthy safe, and nurturing relationships. Please answer the following questions accordingly. Any special concerns can be discussed individual with the staff.

Are you using illegal drugs? yes no

Have you ever gone through treatment for alcohol or drug abuse? yes no
If yes, please describe.

What is your view on drinking alcohol?

Have you ever had sexual relations with any minor after you became an adult? yes no
If yes, please describe.

Have you ever been accused and/or convicted of any form of child abuse? yes no
If yes, please describe.

Are you willing to be finger printed for State Criminal Conviction Clearing? yes no

Ministry

How long have you attended Central Presbyterian Church? _____ Are you a member? yes no

Describe any other ministry/ church experience you have been involved with.

What spiritual gifts do you feel you have, and how would you like to use them in children or student ministry?

Why do you want to be involved in children or student ministry?

Please list 3 references (These individuals will be sent copies of the attached reference form and their information used to further evaluate you request to serve in a volunteer position. All reference forms will remain confidential.)

1. _____
2. _____
3. _____

The information contained in this application is correct to the best of my knowledge. I, undersigned, give my authorization to Central Presbyterian Church or its representatives to release any and all records or information relating to working with minors. Central Presbyterian Church may contact my references, employers and appropriate government agencies as deemed necessary in order to verify my suitability as a youth worker. I understand that the personal information in this application will be held confidential by the professional Church staff.

Signature: _____ Today's date: _____

**CENTRAL PRESBYTERIAN CHURCH
CHRISTIAN EDUCATION MINISTRIES
402 KIMBARK STREET, LONGMONT, CO 80501 (303) 776-3686**

Dear _____,

_____ has applied to be involved in the children's ministry of Central Presbyterian Church and has given your name as a reference.

Please complete the form below and use the enclosed envelope to send us your honest evaluation of character and integrity. Your response will be held in confidence.

1. What has been the nature of your association with this person?

For questions 2-4, please circle the appropriate number: 1= Low, 5= High, or Do Not know

2. How would you rate his/her reliability?

1 2 3 4 5 Do Not Know

3. How would you rate his/her moral character?

1 2 3 4 5 Do Not Know

4. How would you rate his/her ability to work with children?

1 2 3 4 5 Do Not Know

Please comment on any of the ratings or make other remarks that you feel are appropriate:

~ I would prefer to discuss this reference with you personally. Please call me at _____

Signature _____ Date _____

Thank you for your help. It would be very helpful if this reference were returned as soon as possible.