

# Highlands United Presbyterian Church Children & Youth Safety Policy

## Preface

Highlands United Presbyterian Church takes seriously our scriptural and historical mandates to welcome and educate God's children. We recall that Jesus proclaimed, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs." (Matt 19:14) As well in the Second Helvetic Confession we are reminded, "The Lord enjoined His ancient people to exercise the greatest care that young people, even from infancy, be properly instructed." (BoC, 5.233) We thank all those members and teachers who wish to aid our church and serve God in this important mandate. A significant part of the educational process is providing a safe place. We work hard to provide an environment for spiritual growth in a context of healthy, positive relationships with adults. We take seriously our responsibility to shield our students from emotional, physical and sexual abuse. Equally we desire to protect our adult leaders from accusations of abuse and to limit the exposure of the church to legal risk and liability.

When working with children and youth, we need to be clear in thought, word and deed. Thus creating a safe space for children and adults to gather for education and fellowship is about setting boundaries. Please do not regard these boundaries as restrictions. The boundaries are put in place to create freedom free from fear, and concern for our safety.

Highlands United Presbyterian Church recognizes and appreciates the importance of our volunteer workers and we welcome all such participation in the work and ministry here at Highlands. In order to be good stewards however we must balance this desire with the need to ensure the safety of our children and youth both in the work of our volunteers and our staff.

The following document will explain the classifications of adult involvement with children and youth at Highlands United Presbyterian Church, and lay the ground rules for appropriate behavior and situations in our educational life\*.

Part of building the Body of Christ and educating that body is about creating and maintaining a safe place to gather in Christ's name.

## **1.0 In order to work with children and youth at Highlands United Presbyterian Church you shall adhere to the following policies and procedures:**

### 1.1 Paid Employees:

- A. Complete an application form for employment and an online consent form for a background check. The background check is a national check based on the

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\* In keeping with the language of the Book of Order, and the practices of the church the following meanings are to be understood:

- 1) SHALL signifies a practice that is mandated,
- 2) SHOULD signifies a practice that is strongly recommended,
- 3) CHILDREN and CHILD signifies people 5<sup>th</sup> grade or younger,
- 4) YOUTH signifies people who have graduated from 5<sup>th</sup> grade but have not yet graduated from high school.

subject's social security number. The results of this background check shall be satisfactorily reviewed and accepted by the session of Highlands.

- B. Shall review Highlands Child and Youth Safety Policy and agree to abide by it. Shall sign and return the "Applicant's Statement" form found in addendum A of this report on page A2.

## 1.2 Screened Volunteers:

- A. Shall be a current member of Highlands Presbyterian Church..
- B. Shall review Highlands Child and Youth Safety Policy and agree to abide by it. Shall sign and return the "Applicant's Statement" form found in addendum A of this report on page A2.
- C. Shall submit an online consent for a background check. The background check is a national check based on the subject's social security number. The results of this background check shall be satisfactorily reviewed and accepted by the Director of Christian Education and Minister at Highlands United Presbyterian Church. In the case that there is something questionable found and the individual desires to continue pursuit as a volunteer for Christian Nurture, the case shall be brought to Session.
- D. Youth volunteers shall complete a Covenant of Conduct as found addendum A of this report on page A3.

- 1.3 Others (non-screened volunteers (inclusive of non-members)) are always welcome to attend and/or participate in children and youth functions to supplement a screened volunteer or paid employee, provided there is a screened volunteer or paid employee present at all times.

## **2.0 Rules for conducting safe activity for children and youth during onsite activities.**

- 2.1 No classroom doors shall be locked while the room is occupied.
- 2.2 Children's and youth ministries should have at least two adults per group or classroom. In the event that there is only one adult, the door shall remain open. A youth helper or non-member volunteer shall never be alone in the classroom with children.
- 2.3 Staff (with the exception of the Director of Christian Education and the Pastoral Staff) and volunteers shall not intentionally spend time one-on-one with children or youth in a private setting. In the unintentional event that a child/youth is left with one adult, then child/youth and adult shall move to a public place until others arrive or until child/youth is picked up. By public place this policy means an area both visibly and audibly open to the public.
- 2.4 Adults supervising children needing to use the restrooms shall use the following procedures:

- A. If there is only one adult present, send pairs of children of the same gender to use the restroom in the case of children in grades 2 through 5.
- B. In the case where that is not possible or with younger children, an adult may assist a child in the restroom and the door shall be left open at all times.
- C. Diapers should be changed in full view of the room by a paid nursery worker when available.

2.5 Nursery workers should receive CPR and First Aid training. All volunteers and staff should receive this training.

**3.0 Rules for conducting safe activity for children and youth during offsite activities.**

3.1 In the case of Highlands children and youth participating in an activity organized by an outside church or group approved by the session, and/or appropriate program staff, we shall abide by the safety policy of the organizing group in place of this policy so long as it is consistent with the guiding principles of this policy.

3.2 Highlands children and youth shall seek always to abide by the entirety of this policy. In the case of a circumstance where the lodging and/or activity supervision of our children and youth cannot abide by all of the policies the following steps shall be taken to ensure the safety of Highland’s children and youth.

- A. The Christian Nurture Committee shall approve of lodging and supervision that will occur during the activity.
- B. Program staff shall inform and obtain approval from the parents of all children and youth participants affected by circumstances that do not allow for full compliance with this policy.

3.3 Highland’s children and youth activities should have an adult for every five children or youth. Highland’s children and youth activities shall have no less than one adult for every ten children or youth.

**4.0 Rules for Parents and Guardians to aid in conducting safe activity for children and youth.**

4.1 Parents and guardians of children attending the nursery shall fill out a “Nursery Child Profile” form on their first visit and sign their child in and out each time the child is left in the nursery. The “Nursery Child Profile” form is found in addendum A of this report on page A4.

4.2 Parents and guardians of children attending Children’s Programs ages three - fifth grade shall complete and sign a “Children’s Program Information” form on their first date of attendance each new school year. This form informs the parents/guardians of dismissal procedures relative to the age of their child. This form is found in addendum A of this report on pages A5a through A5c.

- 4.3 Youth participating in a youth program shall fill out and have signed by a parent or guardian a Liability Release Form and a Medical Information and History form. These forms are found in addendum A of this report on pages A6 and A7.
- 4.4 Youth participating in a program outside of Sunday morning shall also fill out and abide by the Covenant of Conduct. This is found in addendum A of this report on page A3.
- 4.5 All children and youth participating in any nurture program at Highlands shall also review carefully and fill out the Media Release & Consent Form. This is found in addendum A of this report on page A12.

**5.0 Transportation of children and youth for off-site church activities.**

- 5.1 In keeping with Highlands' policy, any vehicle traveling with children or youth during church activities should have two adults. Any one adult volunteer shall travel with at least two children or youth at all times.
- 5.2 Use of vehicles owned by the church, staff, parents, guardians, or volunteers, or vehicles rented for the purpose of transporting children and youth during church activities shall abide by the following.
  - A. The driver of the vehicle shall be in compliance with 1.1 and 1.2 as is fitting with status as either staff or screened volunteer.
  - B. The driver shall have a minimum of five years driving experience.
  - C. The driver shall undergo a drivers license check to verify a safe driving history.
  - D. The driver and the passengers shall have completed a Transportation Liability Release form and Transportation Safety Rules form as found in addendum A of this policy on pages A8 and A9.
- 5.3 Use of any passenger vehicle with legal occupancy in excess of 10 persons shall abide by the policy found in 5.2, as well as these additional qualifications.
  - A. A copy of the driver's valid Driver's License shall be on file with the church administrator.

**6.0 Risk management and reporting of accidents and injuries resulting from accidents.**

- 6.1 While this policy exists to create a safe environment for children and youth, the session of Highlands United Presbyterian Church recognizes that accidents do occur. An accident is any unintended injury caused to a child and youth. In the event of such an accident the following policies and procedures shall be followed:

- A. A written accident report shall be completed within 24 hours of an accident if a child is injured while participating in a church ministry activity. The report form is found in addendum A of this report on page A10.
- B. That accident report shall be given to the staff person in charge of that ministry who shall then report it to the Christian Nurture Committee Moderator and to the Senior Pastor.
- C. In consultation together, these three shall review and decide the appropriate response to the accident, including the notification of the church's insurance carrier.
- D. A copy of the accident report shall be kept by the church administrator.

## **7.0 Risk management and reporting of incidents.**

- 7.1 If anyone has reason to suspect a child has been or is being physically, sexually, or emotionally abused, the following policies and procedures shall be followed:
  - A. An incident report shall be written. The incident report is found in addendum A of this report on page A10.
  - B. The person suspecting abuse shall give that written report to the staff person in charge of that ministry and that staff person shall call the Department of Child and Family Services.
  - E. The staff person in charge of that ministry shall report it to the Director of Christian Education and to the Senior Pastor.
  - E. If the person suspecting abuse cannot reach the person in charge of that ministry, then they shall report the suspected abuse directly to the Director of Christian Education or the Senior Pastor.
- 7.2 All of the paperwork associated with the drafting of accident and incident reports, as well as the results of applications and background checks, shall be held in the office. The only people with access to the applications, background checks and incident reports shall be the Pastoral Staff and the Director of Christian Education.
- 7.3 Highlands United Presbyterian Church shall fully cooperate with the investigation by the Department of Child and Family Services (DCF) and shall rely on the Department's expertise to handle these matters.
- 7.4 Highlands United Presbyterian Church, in order to balance the rights of the victim and the accused, shall determine in consultation with the Pastoral Staff and Director of Christian Education, and DCF representative (if applicable) whether it is necessary to suspend the accused pending the resolution of the investigation.
- 7.5 To further the end of creating a safe place for children and youth, all staff and volunteers shall receive information on how to recognize the signs of physical, sexual and emotional abuse and sign the Abuse Awareness form. The report form is found in addendum A of this report on page A11.

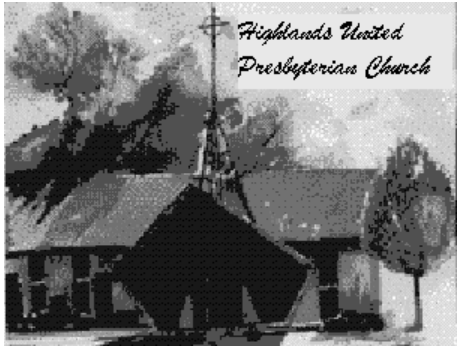
## **8.0 Amending this document.**

- 8.1 The Christian Nurture Committee should re-evaluate this policy and safety implementation process annually to ensure that this policy contains all that is necessary to make Highlands United Presbyterian Church a safe place to gather for the education and fellowship of our children and youth. At that time they shall make any necessary recommendations to Session regarding changes to the policy.

### Addendum A:

Forms to be used in compliance with the Children and Youth Safety Policy:

- ~~A1: Background Investigation Consent~~
- A2: Applicant's Statement
- A3: Covenant of Conduct
- A4: Nursery Child Profile
- A5a: Sunday School Information Form (Preschool)
- A5b: Sunday School Information Form (grade K-2)
- A5c: Sunday School Information Form (grades 3-5)
- A6: Liability Release Form
- A7: Medical Information and History Form
- A8: Transportation Liability Release Form
- A9: Transportation Safety Rules
- A10: Accident/Incident Report Form
- A11: Abuse Awareness Form
- A12: Media Release & Consent Form



**HIGHLANDS UNITED PRESBYTERIAN CHURCH**  
**Applicant's Statement**

Effective: September 1, 2015 to August 31, 2016

I hereby affirm that I have read and will abide by the Highlands Unites Presbyterian Church *Children & Youth Safety Policy*. I agree to be bound by the policies and standards of the Church, and will conduct myself in accordance with those standards.

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Signature

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Date



## Covenant of Conduct

Effective: September 1, 2015 to August 31, 2016

Highlands United Presbyterian Church expects each youth to abide by the following conduct:

- Respect yourself, each other, adult leaders/chaperones, and church property.
- Participate in group activities.
- Be on time.
- Wear appropriate, modest, inoffensive clothing.
- No possession or use of alcohol, tobacco, or drugs.
- No fighting, weapons, lighters, fireworks, or explosives.
- Youth may not drive themselves or others for church activities.
- When applicable, no girls in boys' sleeping quarters and no boys in girls' sleeping quarters.

**Youth who fail to comply with these rules of conduct may be sent home at the expense/inconvenience of their parent or guardian.**

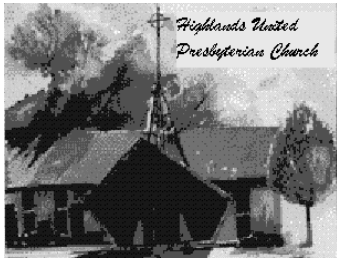
I, \_\_\_\_\_, have read and understand the code of conduct for Highlands PYC Youth Group participants and will abide by them, as well as the guidance of the adult leaders, and will encourage others to do the same.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





## Nursery Child Profile

Child's name: \_\_\_\_\_

Child's birth date: \_\_\_\_\_

Parents' names: \_\_\_\_\_

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

City & ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Potty trained:     Yes         No     In training

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

May your child receive a snack? \_\_\_\_\_

Miscellaneous information: \_\_\_\_\_

\_\_\_\_\_

Who is authorized to pick up this child?: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

A4



## Children's Program Information Form Preschool

Child's name: \_\_\_\_\_

Child's birth date: \_\_\_\_\_

Parents' names: \_\_\_\_\_

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

City & ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

Medications: \_\_\_\_\_

May your child receive a snack? \_\_\_\_\_

Miscellaneous information: \_\_\_\_\_

Where can you generally be found during the Sunday School hour? \_\_\_\_\_

Will you pick your child up from the classroom, or should the teacher take your child to the nursery?

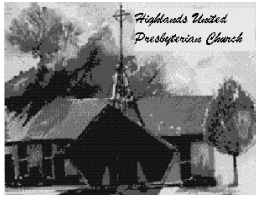
- Keep my child in the classroom until I arrive.
- The teacher may take my child to the nursery.

**All children not picked up by 9:50 will be taken to the nursery to allow our teachers time to attend worship.**

Parent/Guardian signature: \_\_\_\_\_

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

A5c



## Children's Program Information Form Grades K-2

Child's name: \_\_\_\_\_

Child's birth date: \_\_\_\_\_

Parents' names: \_\_\_\_\_

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

City & ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

Medications: \_\_\_\_\_

May your child receive a snack? \_\_\_\_\_

Miscellaneous information: \_\_\_\_\_

Where can you generally be found during the Sunday School hour? \_\_\_\_\_

**Please pick your child up from the classroom by 9:50 so they may attend the  
worship service with you.**

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

A5b



## Children's Program Information Form Grades 3-5

Child's name: \_\_\_\_\_

Child's birth date: \_\_\_\_\_

Parents' names: \_\_\_\_\_

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

City & ZIP code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**ALLERGIES:** \_\_\_\_\_

Medications: \_\_\_\_\_

May your child receive a snack? \_\_\_\_\_

Miscellaneous information: \_\_\_\_\_

Where can you generally be found during the Sunday School hour? \_\_\_\_\_

Will you pick your child up from the classroom, or is your child allowed to be dismissed by the teacher at 9:50?

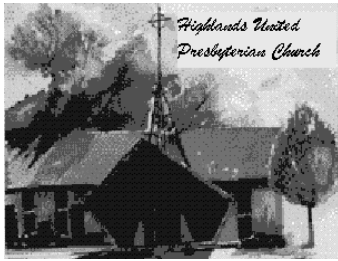
- Keep my child in the classroom until I arrive.
- My child may leave to meet me.

We will have a designated meeting area: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

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

A5c



# LIABILITY RELEASE FORM

## RELEASE OF ALL CLAIMS

In consideration for being accepted by Highlands United Presbyterian Church for participation in \_\_\_\_\_, we (I), \_\_\_\_\_, on \_\_\_\_\_, do hereby release, forever

*(Name of trip or activity)*

*(Name(s) of Parent/Guardian)*

*(Name of Participant)*

behalf of our (my) child participant \_\_\_\_\_, discharge and agree to hold harmless Highlands United Presbyterian Church and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the participant that occur while said participant is participating in the above described trip or activity.

Furthermore, we (I), assume all risk or personal injury, sickness, death, damage and expense as a result of participation in transportation, recreation and work activities involved therein.

Further, authorization and permission is hereby given to said church to furnish any necessary transportation, food and lodging for this participant.

The undersigned further hereby agree(s) to hold harmless and indemnify said church, its directors, employees and agents, for any liability sustained by said church as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto.

We (I), hereby grant our (my) permission for my child to participate fully in said trip, and hereby give our (my) permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we (I) hereby assume all transportation costs.

\_\_\_\_\_  
Type or print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any, action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

**Check the following areas of concern for this student.** If necessary, add another page with details:

1. For your child's safety and our knowledge, is your child a

- good swimmer       fair swimmer       non-swimmer

2. Does your child have allergies to:

- pollens       medications       food       insect bites

Please list: \_\_\_\_\_

3. Does your child suffer from, or has ever experienced, or is being treated currently for any of the following:

- asthma       epilepsy / seizure disorder       heart trouble  
 diabetes       frequently upset stomach       physical handicap  
 Other: \_\_\_\_\_

4. Date of last tetanus shot: \_\_\_\_\_

5. Does your child wear:

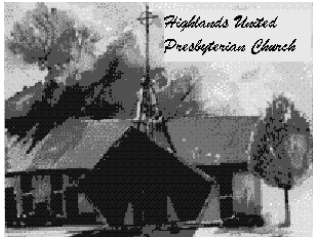
- glasses       contact lenses

6. Please list and explain any major illnesses this child experienced during the last year:

7. Should this child's activities be restricted for any reason? Please explain:

8. Is there any other medical information you feel the staff should know about your child?

9. Additional comments:



## Transportation Liability Release

Effective: September 1, 2015 to August 31, 2016

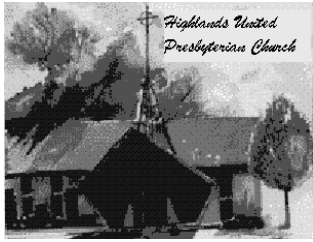
By my (our) signature, I (we), \_\_\_\_\_, the parent or guardian of \_\_\_\_\_, grant my (our) permission for him/her to be a passenger in a vehicle driven by a licensed, insured adult to, from, and/or during Highlands United Presbyterian Church children and youth activities.

I (we) understand that my (our) signature indicates that I (we) knowingly release, absolve, indemnify, and hold harmless Highlands United Presbyterian Church and its employees and volunteer adult leaders from all claims that might result from any injury to or death of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





## Transportation Safety Rules

Effective: September 1, 2015 to August 31, 2016

The following safety rules are designed for use during transportation for a Highlands child or youth activity. These rules are in place to ensure the safety and care of all passengers.

1. Seatbelts shall be worn at all times.
2. No hazardous, disruptive activity or noise shall be permitted while the vehicle is moving. All passengers shall follow the driver's requests.
3. Keep all objects inside the vehicle.
4. All windows shall be kept clear of objects that disrupt the driver's view.
5. In case of an accident or emergency, stop and do not exit the vehicle unless instructed by the driver. All passengers shall exit on the curb/shoulder side of the vehicle, never on the traffic side.
6. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.
7. The safety of others and myself is a priority on this trip.

I have read, understand, and shall comply with these rules during all Highlands activities.

Signature: \_\_\_\_\_

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



# ACCIDENT / INCIDENT REPORT

Facility / Home: Highlands United Presbyterian Church

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Date & Time of Accident / Incident: \_\_\_\_\_

Place of Accident / Incident: \_\_\_\_\_

Describe Accident / Incident: \_\_\_\_\_

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

Witness (es) to Accident / Incident: \_\_\_\_\_

What Action Was Taken? \_\_\_\_\_

Describe Medical Treatment / First Aid: \_\_\_\_\_

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

Was Parent / Guardian Contacted? \_\_\_\_\_ Time: \_\_\_\_\_ How? \_\_\_\_\_

Other Persons Contacted: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Staff Completing Form      Date/Time

\_\_\_\_\_  
Parent/Guardian Signature      Date/Time

\_\_\_\_\_  
Signature of Director/Person in Charge      Date/Time

(Submit form to Church Administrator.)  
(This form will be retained in confidential records.)

A10



## ABUSE AWARENESS FORM

### **Possible signs of physical abuse:**

Physical abuse involves external injuries and is more easily detected than other forms of abuse

- Unexplained injuries, especially those located on parts of the body not usually affected by normal childhood activities.
- Unexplained bruises in various stages of healing.
- Unexplained burns, especially cigarette burns or immersion burns.
- Unexplained fractures, lacerations or abrasions. Injuries in various stages of healing which appear in a regular patterns or are grouped together.
- Swollen areas.
- Evidence of delayed or inappropriate treatment for injuries.
- Behavior by the child which may be hyperactive, disruptive and aggressive, or complacent, compliant, shy, withdrawn or uncommunicative.
- Denial by parents that anything is wrong, unlikely explanations for the child's injuries, delays obtaining medical care, or inadequate care given and injuries which occur with increasing frequency or severity.

### **Possible signs of sexual abuse:**

Sexual abuse may be non-touching: obscene language, pornography, exposure or touching:

- Torn, stained, or bloody underclothing.
- Pain, swelling or itching in genital area.
- Difficulty walking or sitting.
- Bruises or bleeding in genital area.
- Venereal disease.
- Frequent urinary or yeast infections.

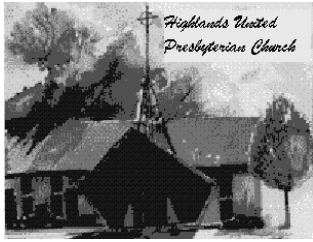
### **Possible signs of emotional abuse:**

Emotional abuse includes both verbal assaults and the withholding of positive emotional support.

- Speech disorders.
- Delayed physical development.
- Substance abuse.
- Ulcers, asthma, severe allergies

From Palm Bay Police department

[http://www.palmbayflorida.org/police/public/abuse\\_physical.html](http://www.palmbayflorida.org/police/public/abuse_physical.html)



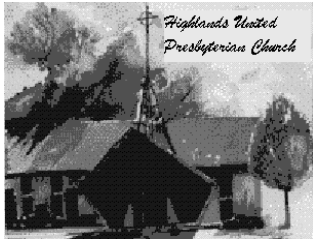
## Highlands United Presbyterian Media Policy

Effective: September 1, 2015 to August 31, 2016

Media images and recordings bring life to and help tell the story of Highlands' vibrant faith community, enhance the quality of the information we provide to our members and give visitors an idea of what to expect when they attend our church. We would like to share media items recorded at our various ministry activities, events and programs in church-produced materials, including, but not limited to, bulletins, posters, brochures, newsletters and other printed materials, and on the church website.

Accordingly, participation in church activities implies permission for publication of any media recorded, unless a signed "Media Images Opt-Out Form" is on file with the church office. This applies to anyone who attends our church except children: Any child without the Image Permissions and Use form on file will not have their image used in any publicity. While we reserve the right to photograph and record church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:

- Any adult may complete the Media Images Opt-Out Form if they do not wish for media items in which they or their minor children are prominently featured to be used in Highlands publications.
- No identifying information will accompany photos, including names, addresses, email addresses, family members' names, or schools.
- Anyone may request a particular media item which prominently features them or their minor children be removed from use by submitting a request to the church office.
- If you submit images to be used by Highlands you are giving the church the right to use the photos. These images must not contain any copyrighted material without permission.
- In addition to this policy being posted to the church website, the following will be published periodically in the weekly bulletin and monthly newsletter: "We love to share our Highlands family story with others and so you'll see a lot of photos and videos being taken and shared in many ways. If you don't want your image to be used in our story telling, please contact the church office at 904-641-9622. Parents, for a photo of your child to be used, we need your permission. Please contact us for the form."



## Highlands United Presbyterian Media Release & Consent Form

Effective: September 1, 2015 to August 31, 2016

I hereby give permission to Highlands United Presbyterian Church, Jacksonville, Florida, to use media containing the voice and/or likeness of my child. This consent applies to the following forms of media:

- Photographs
- Audio recordings
- Video recordings

I hereby authorize Highlands United Presbyterian Church the ability to edit, alter, copy, exhibit, distribute and publish in print, video, audio recorded productions, and web content material for purposes of sharing and promoting its activities and programs or other lawful purpose without payment or any other consideration.

By signing this document, I understand that:

- The materials will be used only for nonprofit/educational purposes.
- Highlands United Presbyterian Church will not release these materials to any other nonprofit or commercial entity without seeking my permission.
- If applicable, any proceeds from the sale of published or printed matter containing the materials will be used to support the mission of Highlands United Presbyterian Church.
- The materials will become the property of Highlands United Presbyterian Church.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my child's likeness and/or voice appear. I waive any right to royalties or other compensation arising or related to the use of materials. I hereby hold harmless and release and forever discharge Highlands United Presbyterian Church from all claims, demands, liability and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

This authorization is continuous and may be withdrawn by my specific rescission of this authorization. I have thoroughly read this release before signing below, and I fully understand the contents, meaning, and impact of this release.

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Parent/Guardian Signature

Date

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Child's Name