

2017 Child Abuse Prevention and Reporting Refresher Quiz

Printed Name: _____

(For use by trained and screened child and youth volunteers)

Please review as necessary the following prologue as well as the appendices that are available either on the Chapel website or in the slots by the mailboxes at the Chapel.

Despite our success at implementing our procedures, the collecting and submission of attendance records has been sporadic. The following refresher quiz will focus only on Appendix 2 and Appendix 3. Please use the information found below in the prologue section of this open book quiz to answer the questions that follow. Thank you for your time and effort.

BEGINNING OF PROLOGUE

7.0 Prologue to Appendices

The following appendices are the working forms that must be carefully and legibly completed. All documentation must be preserved on file for many years. Care and attention are to be shown to each of the eight forms. Of special concern are the attendance forms Appendix 2 and Appendix 3.

Children must not be allowed to scribble on them as they are legal documents.

7.1 Appendix 2: Child and Youth Attendance Form

Appendix 2 is to be used to record the attendance of children six years (6yrs) of age and older. It must be used and filed with the Coordinator on a monthly basis.

Attendance forms must be filed for each month and forms spanning more than one month are not permitted.

The correct month and year as well as the event dates are to be entered on the form. The name of the ministry/event/program must also be clearly printed on the form in the space provided. When applicable the program

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Open Sunday School should be written on this line rather than across the top of the form.

Current ministries/events/programs are Sunday School (ages 2-14), 6/7/8 Club (ages 11-14), Kids Klub (ages 5-10), Youth Group (grade 9-12), and Nursery (0-24 months) and Fall Classic (grade 9 and up).

The first and last names of the children must be printed legibly in the left hand column.

The first and last names of the volunteer(s) must be printed in the proper spaces at the bottom of the form. There is space for six volunteer names.

All attendance forms are to be placed in the mail slot of the Coordinator by the 10th of the following month.

7.2 Appendix 3: Under Six In and Sign Out Form and Nursery Attendance Form (Maximum nursery age is 24 months)

Appendix 3 is to be used to record the attendance of children under six. It must be used and filed with the Coordinator on a weekly basis. It also provides a method to have parents sign their children in and then out when they come back to pick up their child.

Attendance forms as well as the sign in and sign out component must be filed for each occurrence and forms spanning more than one session/event are not permitted.

The correct day, month and year are to be entered on the form.

The name of the ministry/event/program is to be clearly printed on the space provided. When applicable the program Open Sunday School should be written on this line rather than across the top of the form.

Current, under six programs are Sunday School (ages 2-14), Kids Klub (ages 5-10) and Nursery (0-24 months).

The full names (first and last) of the children must be printed legibly in the left hand column.

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Volunteers are asked to supervise the sign in and sign out process to ensure that the full name (first and last) of the parent or guardian is legibly printed and followed by their signature.

The first and last name of the volunteer(s) must be printed in the proper spaces at the bottom of the form. There is space there for six volunteer names.

All attendance forms are to be placed in the mail slot of the Coordinator by the 10th of the month following the recorded information.

END OF PROLOGUE

Please circle one of "True" or "False" which follow the selected statements.

Please fill in the blanks where applicable.

This is an "open book" test.

You may refer to the above mentioned documents as you are completing the test.

The emphasis of this exercise is on review, learning and competence and not on testing.

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Please make sure that you enter your first and last name and the date the test was completed on both pages of the quiz.

1. The documentation for the prevention and reporting of child abuse must be kept on file for many years. True False
2. First names of children will adequately identify them on the Child and Youth Attendance Form and the Under Six Years of Age Sign In and Sign Out Form. True False
3. Attendance forms can be kept at home and handed in at the end of the program year. True False
4. Appendix 2 Child and Youth Attendance forms must be filed for each month and forms spanning more than one month are not permitted. True False
5. Appendix 3 Under 6 Years of Age Attendance Form cannot be used over several Sundays. True False
6. It is acceptable to redesign attendance forms without the permission of the Coordinator. True False
7. All attendance forms are to be placed in the mail slot of the Coordinator by the 10th of the month following the recorded information. True False
8. Appendix 3 is to be used to record the attendance of children under six years of age. True False
9. Appendix 2 is to be used to record the attendance of children six years of age and older. True False
10. Appendix 3 must be used for each occurrence and filed with the Coordinator on a weekly basis. True False

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11. Current programs at Grace Bible Chapel are:

_____, _____, _____,
_____, _____, _____,

12. Volunteers using Appendix 3 are asked to supervise the _____ process to ensure that the full name of the parent or guardian is legibly printed and followed by their signature.

13. The full names of the _____(s) must be printed in the proper spaces at the bottom of attendance forms. There is space there for _____ volunteer names.

END OF REVIEW TEST

Please take a moment to review the list of current ministries and check off whether you are active or available for.

Active	Available	Ministry
		Nursery – Breaking of Bread (9:30am)
		Nursery – Family Bible Hour (11am)
		Sunday School
		Open Sunday School
		Kids Club
		6, 7, 8 Club
		Youth Group
		Fall Classic
		Vacation Bible School

Date _____ Name _____