



January 2017

Family Promise of Central Connecticut Background Check Application (age 18 & older)

First Congregational Church
37 Main Street, Southington CT 06489
(860) 628-6958

**All information given is confidential and will only be seen by
the FCC Safe Conduct Board Chairperson or the FCC Senior Pastor.**

I, _____, hereby authorize The First Congregational Church of Southington CT to make independent investigations of my background, criminal or police records pertaining to sexual abuse convictions. I release the First Congregational Church of Southington CT and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used.

- ◆ The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed): _____

Maiden Name and /or Other Names Used: _____

Present Address: _____

Previous Address (if at Present Address less than 5 years): _____

How Long at Former Address: _____ Date of Birth: _____

Within the past 10 years (there is no time limit for child abuse matters), have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? Check yes if you have used Accelerated Rehabilitation, Alcohol Education, Family Violence, or similar programs. A criminal conviction will not necessarily disqualify you from consideration.

- Yes (if yes, please explain fully on a separate sheet of paper)
- No

I understand that, as a Family Promise volunteer, I am required to report child abuse and neglect as defined and set forth by the and/or neglect of a child or youth, I am required to file an Incident Report Form with Family Promise of Central Connecticut within 24 hours.

In compliance with the Safe Conduct Policies, I will not be alone in the First Congregational Church of Southington CT with a child or youth other than my own except with consent of their parent/guardian or in case of an emergency.

In compliance with the Safe Conduct Policies, I will ensure that no child is left unsupervised in any area of the church.

I have read and agree to follow the *FCC Safe Conduct Policy for Family Promise of Central Connecticut*

(Signature)

(Date)

(Please provide an email or phone number in case we need to contact you)

FCC Safe Conduct Policy for Family Promise of Central Connecticut

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Safe Conduct Policy

All people who use the premises:

- Will not be alone in the First Congregational Church of Southington CT with a child or youth other than his / her own except with the consent of parent / guardian or in case of an emergency.
- Will ensure that no child or youth is left unsupervised in any area in the church.

All people who are required to participate in the Family Promise Training must complete the *Family Promise of Central Connecticut Background Check Application* prior to the time they will volunteer.

First Aid

- First Aid kits are located throughout the church – check the evacuation sheet in each room for the location of the nearest kit.
- An AED is located on the first floor in the hallway between the church office and the infant nursery.

Candle Policy Candles cannot be used in the building.

Fire Policy

Familiarize yourself with the evacuation information located in your room

- In case of fire, pull a fire alarm if safe to do so; the alarm will be sounded at a monitoring service who will notify the Southington Fire Department. (We are located at 37 Main Street)
- Only use a fire extinguisher if it's a containable fire and it's safe to do so.

When the fire alarm sounds:

- Before opening a door, feel the door from bottom to top & the knob with the back of your hand to test for heat.
- If you don't feel heat, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close door quickly.
- If you find no fire or smoke in hall, close door behind you (do not lock) and leave by nearest exit.
- **DO NOT USE THE ELEVATOR**
- Go to the Municipal Parking lot
- **DO NOT** remove your car from the church parking lot until directed to do so by the Fire Department. We need to make sure they can get into the church as quickly as possible.

If you must remain in the room:

- Close but do not lock the door
- Call 911; give your name, address (37 Main St), room location, & your situation
- Wave a sheet of paper in the window as a signal
- Seal all cracks where smoke can get in
- If smoke enters the room, crouch low on the floor & move to the most protected area.
- Wait to be rescued; remain calm, do not panic
- Listen for instructions or information, which may be given by authorized personnel over loud speakers.