



FIRST EVANGELICAL FREE
CHURCH OF MOLINE

Child Protection Policy



FIRST FREE KIDS

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1.0 INTRODUCTION

1.1 PURPOSE & SCOPE

The purpose of this document is to define policies and procedures that ensure the protection of children who participate in any church sponsored activities such as Sunday school, AWANA, summer church programs, and music programs. This policy covers children from birth through the age of 17.

The expected audiences for this document are the following: Pastors, Children and Youth administrators, teachers and caretakers of children, child counselors, and parents/guardians.

1.2 DOCUMENT DESCRIPTION

For the convenience of the audience, this document is divided by children's age groups. Some sections common to all ages have also been created. Forms and CPP applications are provided in this document at the back in Appendix A.

1.3 DEFINITIONS

The following is a list of definitions that are primarily used in this document.

Adult: 18 years or older

Elementary School: Children of ages between 5 and 11 years or K-5th grade

Emotional Abuse: Verbal comments, actions or statements that would cause a child to believe their person, emotions, physical form, family, race, background, religious background, or social status is somehow bad, inferior, unacceptable or shameful.

Ministry Director: This term refers to the Children's Director or Youth Pastor

Infant Nursery: Children under the age of 2 years.

Policy Administrator: Elder appointed to ensure policy maintenance and execution.

Physical Abuse: Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury or pain, by other than accidental means.

Preschool: Children of the age 3 - 5 years that are not in kindergarten.

Sexual Abuse: Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age.

Toddler Nursery: Children of the age 2 - 3 years.

Youth: Children that are starting 6th grade through 12th grade.

1.4 REFERENCES

Hammar, Richard R., Klipowicz, Steven W., Cobble, James F. "Reducing the Risk of Child Sexual Abuse in Your Church" Christian Ministry Resources 1993,

ISBN 1-880562-07-03

Illinois State Social Security and Public Welfare Act 194.2 5/3

Illinois State Criminal Code of 1961

2.0 NURSERY

To Include Infants and Toddlers

2.1 DROP-OFF/PICK-UP PROCEDURE

All programs for the nursery will provide a sign-in sheet. Parents are required to complete the information requested. Parents identification number will be the number on the pager that is issued to the parent. First time attenders will need to fill out a registration form/card.

Children are never to be dropped off at a classroom unless a teacher or CPP approved person is present.

Generally, supervision will be provided beginning 10 minutes before activity starting time.

- A. **Pagers** - All parents will be provided a pager that is numbered. This will go with the parent and be required to be presented to the nursery workers before the child may be released.
- B. **Wellness Policy** - Children should not be admitted into class with any of the following symptoms and/or illness or having had any of these symptoms for at least 24 hours prior: Fever without fever reducing medication, Colored Runny Nose, Questionable Rashes, Coughing, Diarrhea, Vomiting, Impetigo, Active Chicken Pox, Measles/Mumps, Conjunctivitis (Pink Eye). Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

2.2 ARCHITECTURAL PRECAUTIONS

- A. Nursery changing table should be in full view
- B. Interior window shades must be in the open position at all times.
- C. Child containment - rooms for children under four shall use gates or Dutch doors to help keep children contained.
- D. Electrical outlets must be covered.

2.3 BATHROOM/DIAPER CHANGING POLICY

- A. Age restriction - Due to architectural precautions and staffing requirements in the nursery, men and women may both change children's diapers.
- B. Gloves - Caution must be exercised when dealing with bodily fluids. Due to the increased risk of the spread of disease, bodily fluids must be promptly and safely disposed of and the area properly cleaned. Workers must wear latex gloves. Workers must adequately wash after contact with bodily fluid of any kind. This will be done routinely, even when no health risk is perceived. Disposable materials must be placed in a plastic bag provided. Soiled clothing will be returned to the parents in a plastic bag. If a child has been exposed to the bodily fluids of another child, the parents of that child will be notified.

- C. An adult should never take a child to the bathroom alone.
- D. As a goal, children should be taken as a group to the bathroom, but two CPP approved workers be present. Assistance may be provided to the child as long as the previous guidelines are followed.
- E. If a shortage of people occurs, the Children's Ministry Director or another CPP approved adult, which should be available on the floor, can assist.
- F. In the event that a child soils him/ her self, follow the Bathroom/Diaper Changing Policy found in the Nursery section 2.3.

2.4 STAFFING GUIDELINES

- A. We will try to maintain the adult/child ratio of **Infants** one adult to four children, **Toddler** one adult to five children. However, at all times there will be a CPP approved adult in a classroom.
- B. Gender mix is not applicable for this age.
- C. All volunteers working with children on a regular basis must have a current application on file and must have been screened per First Free Child Protection Policy Section 11. Six months attendance at First Free is a prerequisite to working with children (Exceptions maybe considered by Director of Children's Ministries or Youth Director). No young person under the age of 13 is permitted to work in the infant nursery. Also, no young person under the age of 13 is permitted to work in the toddler nursery without CPP approved adult. All youth working in the nursery will be subject to completing an application check to include references and attend annual training as adults do.
- D. An effort should be made to assure that all volunteers in one room are not from the same family. We cannot guarantee this, but will try to have another person not from the same family in with them or checking in on them. The Director of Children's Ministries or Director of Student Ministries will assess each case.
- E. If a class is unexpectedly short-staffed, the following steps will be taken: Combining of classes - The nurseries may be combined, parents may be asked to stay or cancellation of class as a last resort.
- F. All assigned nursery workers are expected to arrange for their own pre-approved substitute, each worker has been provided a list of approved workers to call for a sub. A list of pre-approved adults or parents needs to be on file with the Ministry Director so that they may be called upon at late notice if a regular teacher/leader or volunteer can not attend. A weekly email reminder is also sent out with a copy of the schedule allowing for convenience in finding a substitute.
- G. When occasions arise that the nursery is required for church sponsored events other than Sunday mornings or evenings (such as prayer meeting, concerts, etc.) the following standards must be met:

- The person in charge of childcare will have gone through the application/approval process, understand safety procedures and must be present at the childcare site.
- Strict adherence to the two CPP approved workers.
- Any childcare activity must have a sign-in sheet for attendees.
- There may be times when another Evangelical Free Church from our area will come in to do childcare for a special event. All volunteers must have gone through their churches CPP screening process and be similar to ours. Director of Children's Ministry or Youth Minister will check into their policy

2.5 STAFF/SUPERVISOR COMMUNICATION DURING SUNDAY SCHOOL & SERVICES

Children's Ministry Director will carry a pager as needed.

2.6 DISCIPLINE

The purpose, at this age, is to keep kids safe from other kids; at no time will any form of corporal punishment be used on a child.

2.7 PHYSICAL CONTACT

The following table should be used to help guide the childcare worker in determining what is considered appropriate physical contact with the child and what is considered inappropriate.

APPROPRIATE	INAPPROPRIATE
<i>Physical contact of:</i>	<i>Physical contact of:</i>
Non-demanding, gentle touch of shoulders, hands, arms, head, back; sitting child in center of your lap; sitting child on leg.	Kissing; demanding hugs and kisses; touching chest, genital region, upper legs, buttocks, waist, stomach; sitting child between legs; piggy back rides;
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.
	An obvious exception is made for diaper changing/hygiene

3.0 DROP-OFF/PICK-UP PROCEDURE

All programs for Pre-School children will provide a weekly sign-in sheet. The intent of this procedure is to make sure that only authorized people pick-up the children when class is over. In addition, it is intended to provide some form of classroom entrance/exit control to keep children contained.

- A. At sign-in parents are required to complete the Pre-School Sign-In sheet and be assigned a pager identification number.
- B. If the child has not been registered for the class the parent is required to fill out the Sunday School Registration Form and assigned a pager identification number. Their identification number will be the number on the pager that is issued to the parent.
- C. Sign-in will be done through a Dutch door with the teachers on the classroom side and the parents on the other side . Once sign-in is complete, the classroom door will be opened to let the child enter.
- D. During the sign-in process, All parents will be provided a pager that is numbered. This will go with the parent and be required to be presented to the nursery workers before the child may be released.
- E. Children are never to be dropped off at a classroom unless two adults are present. Generally, supervision will be provided beginning 10 minutes before activity starting time.
- F. Wellness Policy - Children should not be admitted into class with any of the following symptoms and/or illness or having had any of these symptoms for at least 24 hours prior: Fever without fever reducing medication, Colored Runny Nose, Questionable Rashes, Coughing, Diarrhea, Vomiting, Impetigo, Active Chicken Pox, Measles/Mumps, Conjunctivitis (Pink Eye). Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

3.1 ARCHITECTURAL PRECAUTIONS

- A. All classrooms shall have doors to contain the children.
- B. Windows should be provided so parents, at anytime, can see all area's of the classroom.
- C. All electrical outlets must be covered.
- D. As a room size design goal, a space, less the tables, should be about 25sqft per child.

3.2 BATHROOM POLICY

- A. An adult should never take a child to the bathroom alone.
- B. As a goal, children should be taken as a group to the bathroom, two CPP approved workers be present. Assistance may be provided to the child as long as the previous guidelines are followed. Bathroom monitors can be used to achieve the two adult rule (e.g. one teacher and one monitor).
- C. In the event that a child soils him/ her self, the parent will be contacted to change the child.
- D. Preschool children should not go to the bathroom unattended.

3.3 STAFFING GUIDELINES

- A. We will try to maintain the adult/child ratio of one adult per 6-8 children.
- B. All adult volunteers working with children on a regular basis must have a current application on file and have been screened per First Free Child Protection Policy section 11. Six months attendance at First Free is a prerequisite to working with children (exceptions granted per Director of Children's Ministry or Youth Pastor).
- C. An effort should be made to assure that all volunteers in one room are not from the same family. We cannot guarantee this, but will try to have another person not from the same family in with them or checking in on them. The Director of Children's Ministries or Director of Student Ministries will assess each case.
- D. If a class is unexpectedly short-staffed, the following steps will be taken:
 - Combining of classes - Any preschool age group can be combined, if practical, to meet staffing requirements.
 - Utilization of prescreened Parent Helpers - If combining classes is not an appropriate option, a parent will be asked to stay to meet the staffing guidelines before additional children will be admitted to the classroom. The teacher will assume supervisory responsibility and inform the parent of pertinent policies.
 - Cancellation of Class- Programs without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review by the Church leadership and may be cancelled.

3.4 STAFF/SUPERVISOR COMMUNICATION DURING SUNDAY SCHOOL

The Director of Children's Ministries will visit the pre-school once at the start of class to check for staffing shortages and address any needs the staff may have.

The Director will carry a pager at all times.

3.5 DISCIPLINE

In order for a teacher to be effective in the classroom, and in order for real learning to take place, there must be a degree of order. These guidelines are provided to assist teachers in providing an atmosphere where learning is encouraged.

- A. Prayer is an active ingredient in the life of a teacher of spiritual truth, praying first in confession of one's own sinfulness then seeking wisdom and insight to teach in a skillful manner. Frequent prayer for each student prepares the teacher's heart to minister to each child, but also forges a partnership with the Holy Spirit to teach each child in a meaningful way.
- B. An effective teacher will demonstrate love for each child valuing him/her as a person created in the image of God.
- C. Many discipline problems can be prevented by careful, thorough preparation by the teachers. The lesson and activities need to be well prepared, organized and presented, taking into account the age of the students and their unique needs.
- D. The teacher must assume leadership of the class. The behavioral expectations need to be clearly understood by the students.
- E. The teacher will affirm good behavior and correct inappropriate behavior.
- F. The teacher will never use corporal punishment, ridicule, sarcasm or empty threats.
- G. Disruptions should be dealt with early by giving the child a warning. No more than two warnings are given without including appropriate consequences. Examples of consequences could incorporate such actions as:
 - Change seating arrangements of children who stimulated each other to misbehavior.
 - separate a disruptive child from the rest of the class to a "quiet chair" for a few minutes
 - talk privately with the child about his/her conduct

- H. Try to identify the cause of the misbehavior. Often a child will be seeking attention or testing the boundaries of behavior which will be permitted. Sometimes the behavior will be a reflection of some added stress in his/her life. Understanding the cause of wrong behavior does not excuse it, but it does help work towards solving the root problems. Solicit assistance from the child’s parents. An approach that is not too threatening to either the teacher or the parents is to ask advice. “I have been having some problems with your child’s behavior in class. What are some of the things that work well for you that I could use?” This alerts the parents to a problem and seeks their cooperation.
- I. If a pattern of disruptive behavior continues, the teacher should seek the involvement of the Director of Children's Ministries. Removing the child from the classroom to the care of one of these individuals gives the child another opportunity to understand the importance of appropriate behavior.
- J. Since the child’s behavior is ultimately the responsibility of the parents, a child who persistently refuses to cooperate will be escorted to his/her parents. However, this must not be the first indication of the problem to the parents.

3.6 PHYSICAL CONTACT

The following table should be used to help guide the childcare worker in determining what is appropriate physical contact with the child and what is inappropriate.

APPROPRIATE	INAPPROPRIATE
<i>Physical contact of :</i>	<i>Physical contact of :</i>
Non-demanding, gentle touch of shoulders, hands, arms, head, back; sitting child in center of your lap; sitting child on leg.	Kissing; demanding hugs and kisses; touching chest, genital region, upper legs, buttocks, waist, stomach; sitting child between legs; piggy back rides;
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.

4.0 ELEMENTARY SCHOOL (KINDERGARTEN (AGE 5) THROUGH 5TH GRADE(AGE11))**4.1 DROP-OFF/PICK-UP PROCEDURE**

Leader/Teachers should be at the scheduled activity/Sunday School time prior to its beginning and should remain afterwards until all students are gone. Kindergarten, 1st and 2nd graders should be picked up by parents or guardians.

4.2 ARCHITECTURAL PRECAUTIONS

Students and leader/teachers should always gather and hold activities in a room that has visual access from the hall.

4.3 BATHROOM POLICY

The K – 5th grade elementary teachers may allow students to go to the restroom two at a time. We strongly encourage students and their parents to visit the restroom prior to each class/event.

4.4 STAFFING GUIDELINES

Only CPP approved individuals shall be allowed to teach and/or assist elementary students (see staff screening policy for specific information/criteria). Adult/child ratio should not exceed 12:1. Six months attendance at First Free is a prerequisite to working with children (exceptions granted per Director of Children's Ministry or Youth Pastor).

4.5 STAFF/SUPERVISOR COMMUNICATION DURING SUNDAY SCHOOL

The Director of Children's Ministry shall make contact with each Sunday school class during the Sunday school hour to assist with special needs. The Director will have a pager in case of emergency.

4.6 DISCIPLINE

In order for a teacher to be effective in the classroom, and in order for real learning to take place, there must be a degree of order. These guidelines are provided to assist teachers in providing an atmosphere where learning is encouraged.

- A. Prayer is an active ingredient in the life of a teacher of spiritual truth, praying first in confession of ones own sinfulness: then seeking wisdom and insight to teach in a skillful manner. Frequent prayer for each student prepares the teacher's heart to minister to each child, but also forges a partnership with the Holy Spirit to teach each child in a meaningful way.
- B. An effective teacher will demonstrate love for each child valuing him/her as a person created in the image of God.

- C. Many discipline problems can be prevented by careful, thorough preparation by the teachers. The lesson and activities need to be well prepared, organized and presented, taking into account the age of the students and their unique needs.
- D. The teacher must assume leadership of the class. The behavioral expectations need to be clearly understood by the students.
- E. The teacher will affirm good behavior and correct inappropriate behavior.
- F. The teacher will never use corporal punishment, ridicule, sarcasm or empty threats.
- G. Disruptions should be dealt with early by giving the child a warning. No more than two warnings are given without including appropriate consequences. Examples of consequences could incorporate such actions as:
 - Change seating arrangements of children who stimulated each other to misbehavior.
 - separate a disruptive child from the rest of the class to a “quiet chair” for a few minutes
 - talk privately with the child about his/her conduct
- H. Try to identify the cause of the misbehavior. Often a child will be seeking attention or testing the boundaries of behavior which will be permitted. Sometimes the behavior will be a reflection of some added stress in his/her life. Understanding the cause of wrong behavior does not excuse it, but it does help work towards solving the root problems. Solicit assistance from the child’s parents. An approach that is not too threatening to either the teacher or the parents is to ask advice. “I have been having some problems with your child’s behavior in class. What are some of the things that work well for you that I could use?” This alerts the parents to a problem and seeks their cooperation.
- I. If a pattern of disruptive behavior continues, the teacher should seek the involvement of the Ministry Director. Removing the child from the classroom to the care of one of these individuals gives the child another opportunity to understand the importance of appropriate behavior.
- J. Since the child’s behavior is ultimately the responsibility of the parents, a child who persistently refuses to cooperate will be escorted to his/her parents. However, this must not be the first indication of the problem to the parents.

4.7 PHYSICAL CONTACT

The following table should be used to help guide the childcare worker in determining what is considered appropriate physical contact with the child and what is considered inappropriate.

APPROPRIATE	INAPPROPRIATE
<i>Physical contact of :</i>	<i>Physical contact of :</i>
Non-demanding, gentle touch of shoulders, hands, arms, head, back; sitting child in center of your lap; sitting child on leg.	Kissing; demanding hugs and kisses; touching chest, genital region, upper legs, buttocks, waist, stomach; sitting child between legs; piggy back rides;
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.

4.8 SPECIAL EVENTS/OVERNIGHT POLICIES

A. Special Events

- The staff member in charge will ensure appropriate adult/child ratios. All events and outings will require a minimum of two approved adult leaders. Staffing guidelines must be followed.
- Medical forms for each youth need to be on file in the Children's Ministry Director or Youth Pastor's office. They need to be updated each August (see Appendix A).
- Proper written consent and medical release forms are required for each child participating in the special event.

B. Overnight Events

- All overnight activities should be pre-approved by the Ministry Director.
- All overnight activities must require a minimum of two approved adult leaders a ratio of one leader for every 10 children.
- All of the supervising adults should be approved volunteers.
- Permission slips must be obtained from all the student's parents. Information regarding emergencies must be obtained from the parent(s), including numbers and locations where parents can be reached (see Appendix A).
- Unexpected visitors must provide a minimum of an emergency name and contact number. This number must be verified and confirmed in order for them to participate.
- As long as any youths are expected to be awake, one of the leaders must also be awake to ensure monitoring of safe behavior.
- Appropriately modest sleeping attire must be worn.

- In the event of a cross-gender sleepover, boys and girls must sleep in separate rooms properly supervised with same gender leaders.
- Girls are not allowed in boys' rooms or tents, and boys are not allowed in girls' rooms or tents when teacher/leader is not present.
- If overnight is in a home or motel, a general discussion should be held between the leader and the parents to discuss areas of potential risks and steps taken to safeguard the minors from inappropriate material. Some topics to be aware of and to discuss include: internet access and use, especially regarding pornography, possible pornographic videos in the home, possible pornographic television stations, and other items/devices which could be harmful to a child (e.g. fireworks, alcohol, guns, etc.) No R rated, PG or PG-13 rated movies.

5.0 YOUTH (6TH GRADE THROUGH 12TH GRADE)

5.1 DROP-OFF/PICK-UP PROCEDURE

- A. Teacher/leaders should be at the scheduled activity before it begins to supervise and welcome the early arrivals.
- B. At least two teacher/leaders should remain at the place of activity until all students have departed.

5.2 ARCHITECTURAL PRECAUTIONS

Youth and teacher/leaders should always gather and hold activities in a room that has visual access from the hall (e.g. a window in the door).

5.3 STAFFING GUIDELINES

- A. All volunteers working with youth on a regular basis will need the approval of the Youth Pastor of Outreach and Senior Pastor. Approved workers will have completed a screening process which includes regular attendance at First Free for at least 6 months (exceptions granted via Policy Administrator and pastor(s)) and completing the appropriate application form.
- B. All youth activities require a minimum of two approved adult leaders. These adults should not be related family members. The ratio for staffing youth activities is as follows: Jr. High - one adult per 10 youths; Sr. High – one adult per 15 youths (exceptions: Sunday school, Bible Instruction Class or BIC, and large group events held in public places such as roller-skating).
- C. When Youth activity involves boys and girls, there must be adults of each gender.
- D. A list of pre-approved adults or parents needs to be on file with the youth pastor so that they may be called upon at late notice if a regular teacher/leader or volunteer can not attend.

5.4 DISCIPLINE

All interaction regarding discipline needs to carefully consider a youth's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words.

- A. At no time will any form of corporal punishment be used on a youth.
- B. Teacher/leaders need to share pertinent information with the appropriate staff person regarding an individual in the youth activity. In turn, the Pastors will share pertinent information with the teacher/leaders about an individual youth. These matters will be considered confidential.
- C. In the event that disciplinary action is needed, the parent will be called to discuss any action that may need to be taken. Any transportation cost incurred due to early departure of an activity also will be discussed with the parent, and is the responsibility of the parent.
- D. If a youth must be physically restrained to prevent injury to himself/ herself or others, another adult must be summoned as soon as feasible. The youth should be separated from the other youth until he or she is calmed, or released to the custody of a parent or guardian.

5.5 PHYSICAL CONTACT

Touch is an essential responsibility in nurturing lives. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

Appropriate

- A. Casual touch: gentle contact during activities may be on a youth's head, shoulders, arms, hands, and back.
- B. Hugs: one-arm side hugs or hand-to-arm hugs are positive contacts.

Inappropriate

- A. Physical contact of:
 - kissing
 - full contact, body to body hugs
 - touching chest, genital region, upper legs, buttocks, waist, stomach
 - sitting youth on your lap
 - opposite sex piggy back rides
 - seductiveness or suggestive contact
 - backrubs (anyone working with youth is to refrain from giving or receiving backrubs)
- B. Physical contact of any kind which is done for the pleasure or satisfaction of care providers.
- C. Any touching used to express power or control over a child.
- D. Seductive or sexual verbal innuendo

5.6 SPECIAL EVENTS/OVERNIGHT POLICIES

A. Special Events

- The staff member in charge will ensure appropriate adult/youth ratios. All events and outings will require a minimum of two approved adult leaders. Staffing guidelines must be followed.
- Medical forms for each youth need to be on file in the youth office. They need to be updated each August (see Appendix A).
- Proper written consent and medical release forms are required for each youth participating in the special event.
- Mission trips require notarized permission forms.
- Small group activities of the same gender require only one approved teacher/leader of the same gender as long as parental consent is given. Teacher/leader needs to have copies of medical forms.
- Student couples of the opposite sex are never allowed to separate from the larger group.
- Good discretion must be used by teacher/leaders when allowing youth to be separated from teacher/leader. (Jr. High youth and younger must always be with teacher/leader including Great America and Malls).

B. Overnight Events

- All overnight activities should be pre-approved by the Ministry Director.
- All overnight activities must have a ratio of one leader for every ten youths.
- All of the supervising adults should be approved volunteers.
- Permission slips must be obtained from all the student's parents. Information regarding emergencies must be obtained from the parent(s), including numbers and locations where parents can be reached (see Appendix A).
- Unexpected visitors must provide a minimum of an emergency name and contact number. This number must be verified and confirmed in order for them to participate.
- As long as any youths are expected to be awake, one of the leaders must also be awake to ensure monitoring of safe behavior.
- Appropriately modest sleeping attire must be worn.
- In the event of a cross-gender sleepover, boys and girls must sleep in separate rooms properly supervised with same gender leaders.
- Girls are not allowed in boys' rooms or tents, and boys are not allowed in girls' rooms or tents when teacher/leader is not present.

- If overnight is in a home or motel, a general discussion should be held between the leader and the parents to discuss areas of potential risks and steps taken to safeguard the minors from inappropriate material. Some topics to be aware of and to discuss include: internet access and use, especially regarding pornography, possible pornographic videos in the home, possible pornographic television stations, and other items/devices which could be harmful to a student (e.g. fireworks, alcohol, guns, etc.) Leaders should use good judgment regarding PG or PG-13 movies. No R rated movies.

5.7 SPECIAL CONCERNS

- A. Driving: When a staff member (volunteer or paid) is driving youth home, they should never be alone with a youth of the opposite sex unless expressed permission is given by parent and parent knows what time to expect youth home. Additionally, the driver must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seat belts. A youth should not be driving other youths during a youth activity unless parental consent is given on the Activity/Event Permission Form.
- B. Appointments: One-on-one lunch appointments with a youth should be of the same gender (guy with guy or girl with girl). If the appointment with youth is not of the same gender, one other person must be present. Separate transportation should be used for this appointment unless prior verbal permission is obtained from the parent. All meetings should be in public places.
- C. Dating: At no time shall anyone working with youth pursue a dating relationship with a youth. Staff should always be sensitive to students with "crushes."
- D. Open Door Policy: At no time should anyone working with youth have a one-on-one meeting behind closed doors. For your protection, keep the door at least partially open.
- E. Church Vehicles: After dark, boys and girls need to be separated OR, if they are allowed to sit together, the interior lights need to be turned on. On trips through the night boys and girls should not be allowed to sit next to each other.

6.0 IN CASE OF FIRE

- A. Line up children by door and take a head count.
- B. Close windows and doors as you leave and take your class attendance or sign-in sheet with you.
- C. Know your exit route and quietly and calmly lead children out by proper exit.
- D. Proceed to the missionary house back yard away from the building.
- E. Once you have gotten clear of the building, take a head count and attendance.
- F. Return to building only after "All Clear" has been sounded.
- G. Please do not dismiss any students from outside.
- H. For the safety of the children, parents may NOT get their child/children before the class has left the building. Parents must show the claim tag to claim their child.

7.0 IN CASE OF TORNADO

- A. Go to basement hallway without windows
- B. Crouch on the floor facing the wall, bent over with your hands on the back of your head.
- C. Keep away from glass doors and windows

8.0 IN CASE OF EMERGENCY

- A. Keep calm and keep children and the injured as calm as possible
- B. DON'T MOVE THE INJURED CHILD
- C. Speak calmly, reassuring the child
- D. Send a fellow teacher for help. NEVER LEAVE THE INJURED CHILD.
- E. The person in charge will call 911 after assessing the situation and give the information and directions as needed.
- F. As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- G. The person in charge will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- H. Leaders will refer to the child's parents for details on hospital and doctor preference.
- I. In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- J. As soon as possible, the teacher needs to return to his/her class to see that the other children remain calm and reassured.
- K. An incident/accident form (see Appendix A) should be written as soon as possible with the specifics of medical personnel recommendations and name of hospital transported to.

- L. First aid kits are located in the Fellowship Hall, Gymnasium, Church office and Usher cabinets. An automated external defibrillator (AED) is located in the hall directly across from the library. It is recommended that, at each activity, at least one leader have current CPR/AED certification through the American Heart Association or American Red Cross which includes infant, child, and adult CPR and AED training.
- M. Standard precautions will be followed with all bodily fluids.

9.0 REPORTING AND RESPONDING TO SUSPECTED CHILD ABUSE OR NEGLECT

- A. Report form
 - Use the Suspicion of Child Abuse Report Form (see Appendix A). These forms may be obtained through the Youth Pastor, Director of Children's Ministry, or the church office.
- B. All volunteer or paid leaders
 - All volunteer or paid leaders of First Evangelical Free Church who suspect an abuse/neglect allegation shall immediately report said suspicion to the Department of Children & Families Springfield hotline by phone (800-252-2873). The Policy Administrator and the Pastor in charge of the associated ministry, and an elder shall then be contacted both verbally and in writing.
- C. Report to the Policy Administrator
 - The Policy Administrator will speak directly with the person making the complaint (and his/her family, when appropriate). Investigations of suspected sexual abuse or serious physical abuse or serious neglect necessitate that interviews be conducted by a trained forensic interviewer. This is facilitated by authorities and by the Rock Island Children's Advocacy Center. Reference flow chart on page 24.
- D. Responding to the child
 - If a child comes to you with a problem or allegation, be sure to take his/her word seriously. Stay calm and listen. Keep questions to a minimum. Leave the gathering of details and facts to the professionals. Be positive with the child and reinforce to them that they did the right thing in telling you about the problem. Do not promise the child you will not tell anyone. Tell them that you and select others will help them.
- E. Responding to the Alleged Abuser
 - In the event any child/adult is accused of or is suspected of abuse or neglect, said child/adult will be removed from active service. As well as, any member of his or her immediate family may be removed from active service. A minimal explanation is all that is necessary initially. It will be the leadership's decision as to when the individual and/or family will be allowed to resume active service.

- F. Disclosure to Area workers (persons who may know a victim or accused perpetrator) or the Congregation.
- The pastors are responsible to inform and support employees, volunteers, or facilitators in the case of abuse or neglect of a child in a ministry. Pastors are to:
 - A. Speak truthfully and with all possible candor and sensitivity;
 - B. Protect the rights and feelings of victims and accused perpetrators;
 - C. Encourage any questions to attempt to dispel false rumors.
 - If it is determined that disclosure of the situation to the congregation is advisable, said disclosure will be done through the Policy Administrator, working with other staff members and the Elders. Recognizing the deep hurt that will be caused to the congregation in such an event, the church leadership will set aside special meetings to discuss what is known and how to convey the information to children not directly affected, but nevertheless involved because of feelings of hurt, betrayal, anger or denial. The church will inform the congregation of counseling services and other resources to which members can turn.
- G. Responding to the Media
- One individual, designated by the Elder Council, as church spokesman should be the only person speaking to the media about the allegation. No statements should be made without prior advice from Church legal counsel.
- H. Responding to the authorities during an investigation
- The Pastors, Elders, staff, church leaders and congregation shall cooperate fully with child protection investigators, law enforcement and the State's Attorney during a pending investigation of abuse/neglect involving individuals connected with this church. Knowledge of an incident of abuse/neglect or of details regarding involved individuals may be shared with only those identified in this Policy.

Above all, the leadership will under gird the entire incident in prayer, trusting that God in His sovereignty will care for the victims, the congregation, the media, and the community at large.

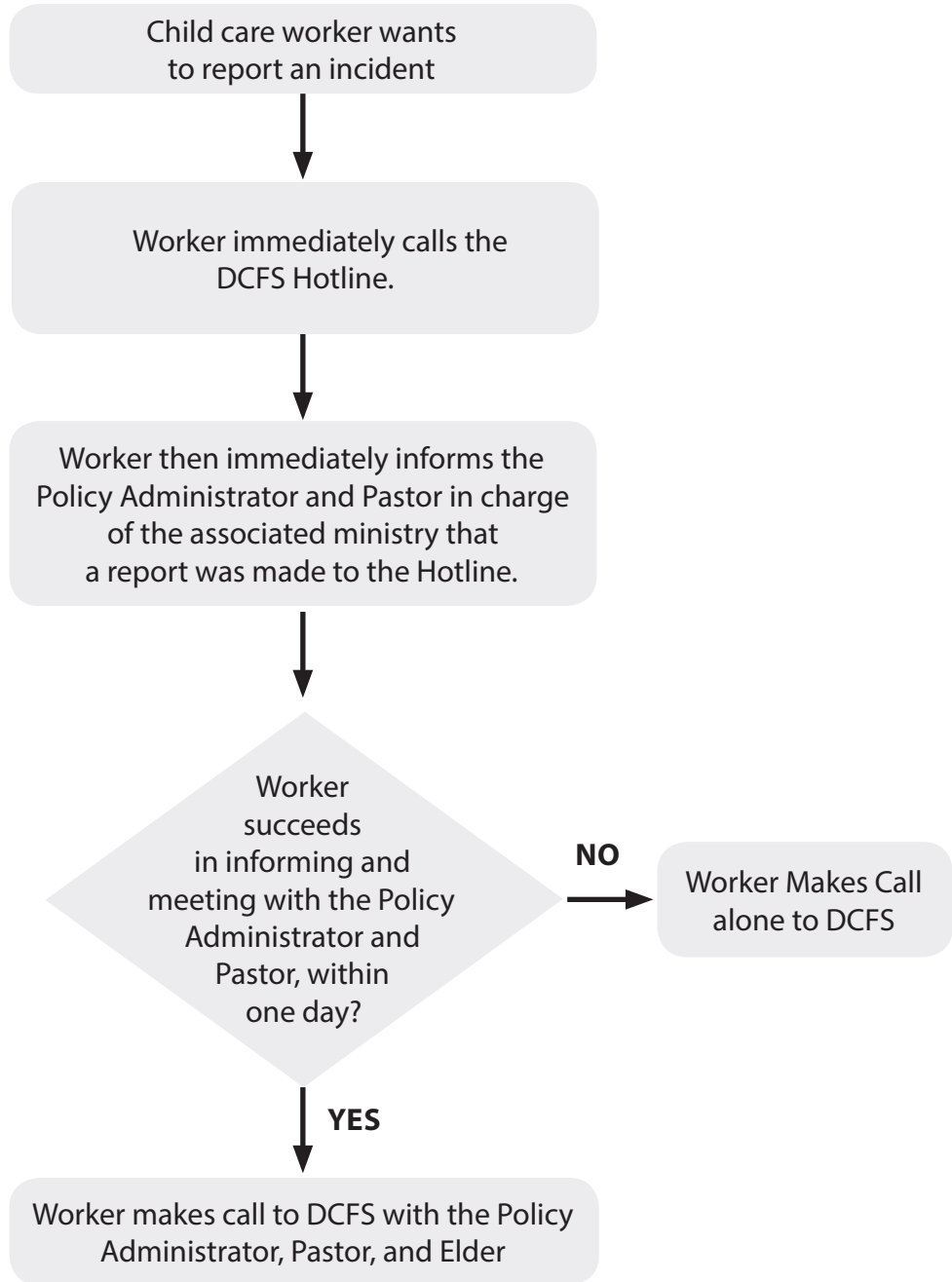
The flow chart on the following page represents the Child Abuse Reporting Procedure.

CHILD ABUSE REPORTING PROCEDURE

NOTE: There is to be no delay in contacting the Hotline. The "one-day limit" delay is in violation of Abused and Neglected Child Reporting Act (ANCRA).

NOTE: If a child is self-reporting, that child is the Source on the report. If a different individual (adult or child) tells the Worker about an alleged child victim, that individual is the Source of that report. The Worker calling the Hotline is the Reporter. Another individual, who is also aware of the same incident, is considered an Other Person with Information (OPWI).

NOTE: If the Worker does not make the call after informing the designated church personnel (above), one of those individuals will make the call to the Hotline. The Worker's refusal to make the call to the Hotline will be addressed by the Pastor and Elders.



Note: Discussing a situation with the church leadership does not relieve the reporting party of his or her obligation to report suspected neglect or abuse to the DCFS hotline. Our priorities are to protect the children and all parties involved.

10.0 ACCIDENT OR INCIDENT REPORTING

- A. Immediately report all accidents that have physically injured someone or damaged property to the Pastor of ministry.
- B. Fill out accident report found in Appendix A. Office Administrator files the report
- C. If facilities were the cause of the accident or incident, a report will need to be submitted to the Chair of the Operations Team.

11.0 CHILD CARE WORKER SCREENING

All adult persons, who by virtue of their employment, ministry or facilitation (e.g. Paid Staff, Volunteers) are involved in activities of the First Free Evangelical Free Church, must be screened.

The screening procedure consists of the following components:

- A. Have candidate complete standard application form #16.
- B. Child Protection pastor/director in charge of the associated ministry reviews application
- C. Child Protection pastor/director in charge of the associated ministry confirms all references
- D. Child Protection pastor/director in charge of the associated ministry conducts personal interview (testimony, Gods calling...)
- E. Criminal Background checks (name, SS#, date of birth required)

All information received and gathered in this process shall be disclosed only to those who have a genuine need to know in order to carry out their responsibilities for First Free Evangelical Free Church, or as required by law.

12.0 EDUCATION PLAN

- A. This policy shall be reviewed and approved by Pastors, Staff and Church leaders before it is implemented. All updates to the policy shall also be reviewed and approved.
- B. Annually all Pastors, Staff, Church leaders, and people that work with children, shall receive Child Protection Policy training.
- C. The congregation as a whole should be notified about the policy in advance of its implementation so as not to cause suspicions or fear that a current danger exists for our children.
- D. Each individual that goes through the screening process be given a sheet to sign stating that they have read and understand all of the above. Then that they be trained in the area they plan to serve and attend next annual training.

APPENDIX A FORMS

1. Suspicion of Child Abuse Report Form
2. Incident/Accident Report Form
3. InfantNurserySign-InForm
4. Toddler Nursery Sign-In Form
5. Pre-School 4's Sign-In Form
6. Children's Ministry Registration Form
7. Medical Release Form
8. Activity/Event Permission Form
9. Reference Information Form
10. Children & Student Ministries Volunteer Application



Date: _____

Time: _____

Child's Name: _____

Address: _____

Phone: _____

Originator: _____

Address: _____

Phone: _____

1. Nature of suspected abuse (please be as specific as possible):

2. How information became known to reporting party:

3. Guardian/Parent who brought child:

4. Other unusual behaviors or significant information:

5. Name of Ministry Director to whom the report was made:



Date of Accident: _____

Name of injured person: _____

Parent's Name: _____

Were parents contacted? Yes No

Physician contacted? Yes No

Location/Room #: _____

Teacher: _____

Description of incident/accident:

Description of injury in detail:

Treatment given, if any:

Witnesses:

Name: _____

Phone #: _____

Person completing report:

Name: _____

Phone #: _____

Parent/Guardian Name & Initials: _____



Infant Sign-Up Sheet

Date _____

Name	Security Code	Person (over 12 yrs. old) Picking up Child	Age	Bottle or Breastfed	Nap	Diapering Instructions	ABF Class



Date _____

Name	Security Code	Person (over 12 yrs. old) Picking up Child	Age	Bottle or Breastfed	Nap	Diapering Instructions	ABF Class



Date _____

Name	Security Code	Signature of Adult Checking Child in	Signature of Adult Checking Child Out	Alternate Person (over 12 yrs. old) Picking Up Child If Different From Check-In	Comments	S.S. Class



Date: _____

Child's Name: _____ Birth Date: _____

Parents Name: _____

Siblings/Ages: _____

Siblings/Ages: _____

ABF Class Parents Attend: _____

Address: _____ Grade: _____

City/State/Zip _____

Phone #: _____ Cell Phone #: _____

Emergency Contact/Phone: _____

Email: _____

Any medical conditions or food allergies? _____

Please note any special needs or learning considerations and communicate them to the teacher. This is extremely helpful for all involved.

Please review our wellness policy and help us to stay committed to this standard:

Children should not be admitted into class with any of the following symptoms and/or illness or having had any of these symptoms for at least 24 hours prior: Fever without fever reducing medication, Colored Runny Nose, Questionable Rashes, Coughing, Diarrhea, Vomiting, Impetigo, Active Chicken Pox, Measles/Mumps, Conjunctivitis (Pink Eye). Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.



Student's Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Numbers

Mother's Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Father's Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Physician: _____ Dentist: _____

In Case of Emergency, when parents are not available, please contact:

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Insurance Information (medical):

Company Name: _____

Phone: _____ Policy Number: _____

Medical Information

Physical disabilities or limitations: _____

Known allergies: _____ Date of last tetanus shot: _____

Although it is our sincere desire to provide a safe environment for our children, we also recognize that accidents can, and sometimes do, happen. If such a situation should occur, our first response will be to contact you, the parent, unless it is a life-threatening injury where it would be wise to seek immediate medical attention. The purpose of this form is to allow us to obtain first aid care for your child if we are unable to contact you.

Since trips/activities are arranged for the benefit of those participating, it is understood that First Evangelical Free Church and its employees and adult supervisors will execute caution, good judgment, and care but cannot be responsible in case of accident, injury, and loss or damage of property in connection with any trip/activity, and the undersigned will save them harmless from all such claims.

The undersigned further agrees to admonish the child participating in the program to exercise care, to be well-behaved and in all things obedient to and under the direction and control of those adults in charge.

Signature of Parent/Guardian _____

Date _____



The undersigned, _____, parent or legal guardian of _____,
does hereby grant permission for said child to participate in an activity/event/trip to _____
on _____, _____, 20 _____.

Youth Driver:

I consent that, _____, may drive my child, _____
to the above activity/event/trip.

(Place) (Day) (Date)

I understand that sufficient adult supervision will be provided, and I acknowledge that I have submitted a Medical Release Form, providing information to be used in the event any medical decisions need to be made.

Dated this _____ day of _____, 20 _____.

Parent or Legal Guardian _____



Record of Contact with Reference or Church Identified by an Applicant for Children's or Student ministry

Name of Applicant _____

Reference or Church contacted (if church, identify both the church and the person contacted) _____

Date and time of contact _____

Person contacting the reference or church _____

Method of contact (e.g. letter, telephone, personal conversation) _____

For how long and in what capacity have you known this person? _____

Have you seen them interact with children? _____

Can you think of any reason that they should not be left alone with children?

Do you know of any accusations or charges that have been brought against this person?

Would you leave your own child with this person? _____

Is there anything else that you think we should know prior to letting this applicant work with children?

Summary of conversation (summarize the reference's contact person's remarks concerning the applicant's fitness and suitability for children's or student ministry)

Legible Signature

Print Name

Position

Date



GENERAL INFORMATION

Name of Applicant: _____ Today's Date: _____

Address _____

Date of Birth: _____ Phone: _____ Cell: _____

Occupation: _____ e-mail: _____

Do you have a current driver's license? Yes No

If yes, please list your license number and expiration date: _____

What is the best way to communicate with you? E-mail Home Phone Cell Phone Work

Work Status: part-time full-time student

Marital Status: single married divorced

PERSONAL AND SPIRITUAL HISTORY

Write a brief testimony about how you became a Christian. (Use back of sheet if needed)

How would you describe your spiritual journey right now?

What accountability do you currently have in your spiritual journey?

Are there any special issues or concerns happening in your life right now that would impact in your commitment and involvement in the children & student ministry? (e.g. relationships, other commitments, ect.)

Are you currently attending First Evangelical Free Church of Moline? Yes No

If no, then are you a member or attending another church? Where?

Church: _____ Phone number: _____



LEGAL AND LIFESTYLE CONCERNS

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

Are you using illegal drugs? Yes No

Have you ever been arrested and/or convicted of a crime? Yes No

If yes, please describe: _____

Have you ever had sexual relations with any minor after you became an adult? Yes No

Have you ever gone through treatment for alcohol or drug abuse? Yes No

If yes, please describe: _____

Are you willing to go through the process of the Child Protection Policy? Yes No

MINISTRY

List some of your previous church ministry involving children, youth or adults.

Date Started	Ministry/Activity	Date Ended	Reason

In what ministry do you feel most effective and why?

What spiritual gifts do you feel you have, and how would you like to use them in Children/Student ministry?

Why do you want to be involved in the Children/Student ministry?

What are some of your expectations of the Children/Student ministry staff/pastor?



STATEMENT OF FAITH OF THE EVANGELICAL FREE CHURCH OF AMERICA

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

I have read the above statement of values and agree to conduct myself accordingly. I understand that engaging in behavior contrary to this statement of values will result in my immediate removal from a ministry position.

Signature: _____ Date: _____



REFERENCES

Please provide at least two people that we can contact for referencing purposes.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Relationship: _____ Years known: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

Relationship: _____ Years known: _____

The information contained in this application is correct to the best of my knowledge. I, understand, give my authorization to First Evangelical Free Church of Moline or its representatives to release any and all records or information relating to working with minors. First Evangelical Free Church of Moline may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a Children and Student worker.

I understand that the personal information in this application will be held confidential by the professional Church staff.

Signature: _____ Today's date: _____



VALIDATION OF COMPLIANCE

I have completed the following:

- Childrens Protection Policy application process
- Submitting to a background check
- Read the entire Childrens Protection Policy manual and will abide by all policies for Children/Student ministries
- Training or watched the training video for volunteers

Signature: _____ Today's date: _____



I, the undersigned, wish to voluntarily participate in the _____ (activity).

In consideration for being permitted to participate in the _____ (activity), in the city of _____, the state of _____, and country of _____, beginning the _____ day of _____, 20____, I, the undersigned, fully recognizing the dangers and hazards inherent in the _____ (activity), and any related transportation, including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which may arise in the course of my participation in the _____ (activity), do hereby voluntarily:

Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge, to the broadest extent allowed by law, _____ (organization), its trustees, officers, employees, agents, insurers, successors, assigns, from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the above _____ (activity).

I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among other things, I am agreeing to indemnify _____ (organization), for injuries, damages or losses I may cause and giving up rights to sue _____ (organization) for injuries, damages or losses I may incur.

Printed Name (Participant)

Signature of Participant

THIS RELEASE WAS RESEARCHED AND DRAFTED BY THE LAW FIRM OF:

MERSEREAU SHANNON LLP
ONE SW COLUMBIA STREET, SUITE 1600
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