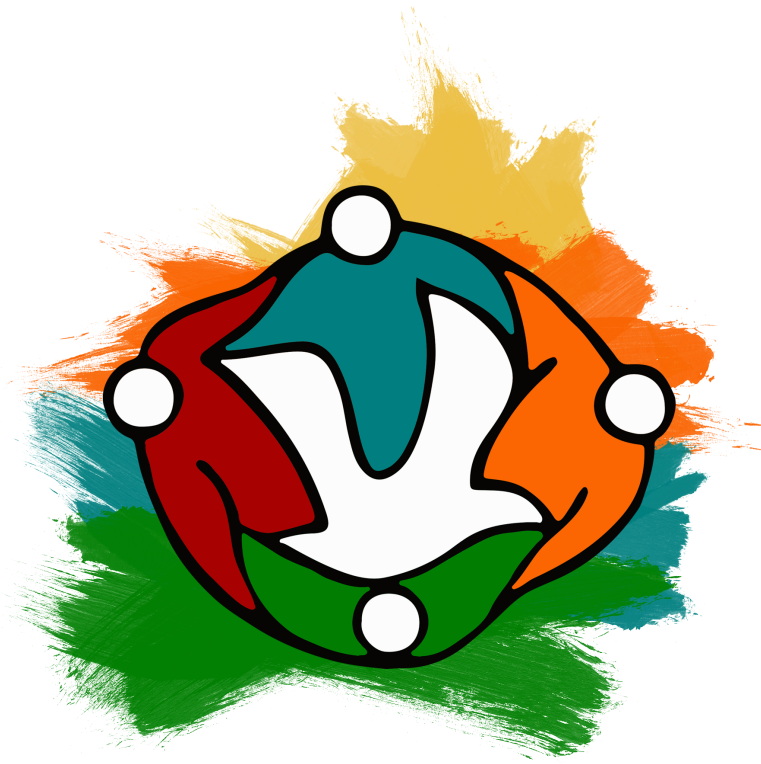


Community Church Family Protection Plan



Community Evangelical Free Church
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“For once you were in darkness, but now you are light in the Lord. Live as children of light (for the fruit of the light consists in all goodness, righteousness, and truth) and find out what pleases the Lord. Have nothing to do with the fruitless deeds of darkness, but rather expose them.”

Ephesians 5:8-11

Statement of Purpose

The Family Protection Plan's purpose is to give both direction and protection. We take seriously the responsibility of ministering to children and youth. We recognize they are precious to Jesus and have been entrusted to us by both Him and their families. We must provide a safe and nurturing environment that encourages them to know Christ as Savior and to become rooted in Him. We live in a fallen world and recognize we have an obligation, not only to protect children, but to minimize the liability risk for both our volunteers and Community Evangelical Free Church. The following policies and procedures have been developed to keep our kids safe and the volunteers/church free of accusation.

VOLUNTEER SELECTION

Volunteer Expectations

1. Pursues and models a Christian lifestyle, and evidences continuing spiritual growth.
2. Subscribes to the CEFC's Statement of Faith and agrees to pursue the Purpose, Values, and Principles of CEFC.
3. Has attended CEFC for 6 months or has a personal documented reference letter from previous church's pastoral staff or church board affirming that he/she is a good candidate for children's/youth ministries or has an interview with Pastoral Staff.
4. Agrees to uphold the ministry in prayer.
5. Commits to conscientious preparation and carrying out of their responsibilities.

Recruitment Procedures

1. The potential volunteer receives a Pre-Ministry Application Packet containing the Volunteer Application, Family Protection Policy, EFCA Statement of Faith, and other pertinent information.
2. The volunteer completes and submits the signed volunteer application.
3. The application will be reviewed by a ministry leader and/or a staff member.
4. At least two reference checks are conducted and documented for each applicant.
5. CEFC pastoral staff will conduct a confidential interview if there are questions that need more explanation or as deemed necessary.
6. CEFC will run a criminal background check on each applicant.
7. The new volunteer attends a volunteer orientation/training meeting.
8. When the volunteer is approved for service after having been screened with staff and completed a background check with Ministry Defender, s/he will be notified by the youth/children's pastor or a member of the children's ministry team.
9. Records are maintained and documented in a confidential, locked file.
10. No person who has been previously convicted of any abuse (which includes physical, verbal, emotional, or sexual assault) will be allowed to work in children's and/or youth ministries.
11. An observation period may be used (i.e. 30, 60, or 90 days) to evaluate the appropriateness of the ministry fit. New volunteers will be placed with experienced volunteers for a time. Any observation will be evaluated and discussed with the recruit as a helpful learning experience.

Screening/Training of Junior Helpers

1. Pre-Teens and Teens (5th grade and up) who wish to work with children will complete a Jr. Volunteer Application.
2. References are checked by either a staff person or a ministry leader.
3. The new Jr. Helper attends a volunteer orientation/training meeting.
4. Jr. Helpers must be supervised by an adult (18 years of age or over) at all times when working with children.

CHILD ABUSE

Reality of Abuse

Most cases of sexual abuse go undetected. There may be no apparent physical signs, or there may be physical signs detected on thorough medical examinations.

The cases that are reported are generally reported by abused children to their parents, siblings, or other caretakers - often in the form of casual remarks that lead the listener to query deeper.

However, most children say nothing. They may not realize that what was done to them was wrong. Or, they may be too embarrassed or frightened to speak up. And they may not want to get the offender in trouble - especially if a friendship has developed between the offender and victim, or the offender has threatened to harm them or a member of their family if they say anything.

Prevention is the best defense for reducing the risk of any type of abuse in ministry to children and youth.

Community Church's prevention procedures include:

1. Screening ministry volunteers, as well as applicants for paid jobs involving children/youth. The screening process requires an individual to complete a confidential Volunteer Application. Personal references will then be contacted and a criminal background check will be done (on adult workers.) An interview with the pastoral staff and/or ministry leader may be requested in instances where more information is needed.
2. All children's and youth ministry volunteers are required to follow CEFC's Family Protection Plan.
3. All children's and youth ministry volunteers will receive training on the protection plan as well as education on the importance of watching over individuals under their care. The types/indicators of abuse are outlined on the next few pages.

Legal Requirements

Staff who work with children in the state of Wisconsin are mandated by the State of Wisconsin to report suspected child abuse. Any volunteer who suspects that a child may be experiencing any type of abuse should immediately notify a member of the pastoral staff and/or the youth and children's ministry team. Together with the appropriate staff and volunteers, a plan will be created to determine who will file a report, if one is deemed necessary. It is NOT the responsibility of the reporting person to substantiate any allegations or suspicions. (See also the section titled "Steps for Reporting Abuse at Community Church.")

Types of Abuse

1. **Sexual Abuse - any sexual activity with a child.** The abuser may be an adult, teen, or another child. Sexual abuse may be violent or nonviolent, but is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions. Sexual abuse of minors is criminal behavior that involves an individual in sexual behaviors for which he/she is not personally, socially, or developmentally ready. Sexual abuse includes:

Touching	Non-Touching
• Fondling chest, genital region, upper legs, buttocks • Intercourse • Forcible rape • Incest • Oral, genital, anal penetration	• Inappropriate verbal comments • Exposure to pornography • Obscene phone calls • Causing or allowing children to witness sexual activity • Exhibitionism/peeping

Physical signs of sexual abuse may include:

- pain, swelling, or itching in genital and/or anal area
- bruises, bleeding, discharge in genital and/or anal areas
- difficulty walking or sitting, frequent urination, pain
- torn, stained, or bloody underclothing
- sexually transmitted diseases or
- pregnancy

Behavioral signs of sexual abuse may include:

- Anxiety when approaching a place of abuse (home, church, school, etc.)
- (sudden) nervous or hostile behavior toward adults
- (sudden) sexual self-consciousness
- acting out sexual behavior
- withdrawal from church activities and friends
- verbal indicators of not wanting to be with someone or verbally reporting abuse
- unusual interest in or knowledge of sex for age
- regressive or childlike behavior inappropriate for age
- masturbation
- recurrent nightmares
- runaway or delinquent behaviors
- drug/alcohol abuse

2. **Physical Abuse - any physical injury inflicted on a child or youth by other than accidental means.** Physical injury includes, but is not limited to, assault with an instrument such as a knife or strap, burns, fractured bones, internal injuries, severe or frequent bruising, or great bodily harm. Appropriate disciplinary spanking is not seen as child abuse; however some court proceedings have defined some spankings as abuse, especially when bruises are left on a child.

Physical signs of physical abuse may include:

- bruises, welts on face, neck, chest, back, patch of missing hair
- injuries in the shape of an object such as a belt or cord

- unexplained burns on palms, soles of feet, or back
- fractures that do not fit story of injury
- abrasions
- walking with a limp

Behavioral signs of physical abuse may include:

- a delay in seeking medical help
- extremes in behavior
- afraid to go home
- frightened of parents
- fearful of other adults

3. **Neglect.** Neglect is demonstrated when a parent, guardian, or caretaker fails to provide for emotional (love, attention, etc.) or physical needs (food, clothing, shelter, etc.) and/or fails to offer guidance and supervision of a child or youth. This includes abandonment; refusal to seek, allow, or provide treatment for illness or impairment; disregard of health hazards in the home; and permitting chronic truancy.

Physical signs of neglect may include:

- poor hygiene
- inappropriate dress for weather
- needs, but doesn't have medical or dental care, glasses, or hearing aid
- consistent hunger, looks undernourished
- left alone, unsupervised for long periods of time

Behavioral signs of neglect may include:

- extreme willingness to please
- constantly falling asleep in class
- craves attention from adults
- aggressive behavior

4. **Emotional Abuse.** Emotional abuse includes verbal or emotional assault, close confinement (such as tying or locking in a closet, and/or inadequate nurturing).

5. **Other Indicators of Abuse:**

- an inordinate number of "explained" injuries over a period of time
- verbal or written testimony of abuse
- complaints of others "doing things" to them
- pain with urination
- excessive fear or repulsion when touched
- poor peer relationships

Recognizing an Abuser

What signs should I recognize as behaviors of a potential abuser?

- Someone who discourages other adults from participating or monitoring activities
- Someone who wants to be alone with children
- Someone who is more excited to be with children than adults
- Someone who gives gifts to children often without parental permission
- Someone who is touchy feely and/or goes overboard touching others
- Someone who always wants to wrestle or tickle
- Someone who allows children to engage in activities their parents would not allow
- Someone who uses inappropriate language or tells offensive jokes to children
- Someone who shows pornography to children

Reporting Abuse

- ★ **What should be reported?** Anything you see or hear from an individual that causes you to be concerned for the welfare of a child or youth.
- ★ **Who should report?** You. If you know or suspect any form of abuse, promptly notify one of the pastoral staff and complete an Incident Report. Persons who report in good faith are immune from civil or criminal liability. If church leaders determine a need to report the incident to the authorities, they will need to do so within 48 hours. Immediate reporting to pastoral staff on your part is crucial.
- ★ **What if you're wrong?** You have not intentionally harmed anyone. Your motive was to protect the individual.
- ★ **What if you are right and don't report it?** In all likelihood the abuse will continue when you could have stopped it. Failure to report may be punishable by a fine or jail sentence.

Steps for Reporting Abuse at Community Church

1. **Respond to the child.** Take the child or youth seriously. Stay calm and listen. Tell the child that he/she is not at fault and was right in telling you. If asked, indicate to the child that you may need to relay any information they share to another person. (Make no promise of "not telling anyone.") Tell the child to let you know if he/she experiences any further problems from the person(s) he/she has informed you about.
2. **Report to a member of the pastoral staff.** The staff member will discuss the situation with you and determine the course of action. **CEFC staff will make a referral if it is determined that there is suspicion of child abuse; a referral to local child protection authorities must be made within 48 hours of the incident or of notification that the incident took place.**
3. **Complete an Incident Report** (see appendices). Avoid interrogation of the victim, but try to obtain enough information to complete the report. Information such as the time/date of the incident, the name of the abuser (if known), the description of the incident, etc. are important. Leave any in-depth investigation and questioning to the proper authorities. **Do not inform the abused person or the alleged abuser that you are making a report.**
4. Document all your efforts in handling the incident. All documentation will be kept in a locked file.

5. **Maintaining confidentiality is very important.** Only share information regarding the accusation with those in church leadership or the authorities handling the case.
6. If it is determined that there is not enough evidence to support a suspicion of child abuse, the informant will be told that no action is being taken at this time by the church.
7. Community Church staff will complete the **follow-up information on the back of the Incident Report** and keep it in a locked file.

Reporting an Abuse Allegation toward a CEFC Volunteer or Staff Member

1. **Respond to the child.** Take the allegation seriously, listening, and giving support to the child in a like manner as stated above. However, if you are witnessing the abuse, remove the child to a safe location with supervision and immediately notify a supervisor or member of the pastoral staff.
2. **Suspicion of child abuse.** If you suspect there has been child abuse, but you did not witness the violation, bring your suspicions to the attention of a supervisor or pastoral staff member immediately.
3. **Complete an Incident Report.** Do not inform the abused person or the alleged abuser that you are making a report.
4. **Document all your efforts in handling the incident.**
5. **Confidentiality.** Only share information with those in church leadership or authorities handling the incident.
6. **The pastoral staff and CEFC Leadership Team will determine the course of action as directed by church policy and also using the following guidelines.**
 - a. The incident will be reported to CEFC's insurance company and attorney.
 - b. Following their guidance, the proper civil authorities will be contacted.
 - c. Care and support of the victim and the victim's family will be a top priority.
 - d. The accused will be treated with dignity and support. If the accused is a church worker, the Leadership Team will relieve that person of his/her duties until the investigation is complete.
 - e. If the accused is on staff, arrangements should be made for continued income during the investigation.
 - f. All efforts involving handling the allegation will be documented.
 - g. A specific spokesperson will be designated by the Leadership Team to address the media and the congregation.
 - h. The privacy and confidentiality of all involved will be maintained.
 - i. Follow-up information on the back of the Incident Report will be completed and kept in a locked file.

VOLUNTEER GUIDELINES

Volunteer Identification

All volunteers will wear name identification at all times while working with children and/or youth.

Staffing and Supervision

1. **Two are Better than One/Rule of Three** -We believe team teaching is one of the most effective ways to engage and reach children. It allows volunteers to learn from one another, provides built-in training opportunities, and creates a safer environment for children, ministry volunteers, and leaders.

In order to support this approach, the following guidelines apply:

- a. For nursery through 4th grade classrooms, we follow the *Two Are Better Than One* rule: a minimum of two unrelated adults (age 18 or older) must be present at all times. If a junior helper is serving, two unrelated adults are still required.
- b. In cases where two unrelated adults are not available, the youth or children's ministry coordinator will implement the *Rule of Three*: one trained adult paired with two unrelated, well-trained junior helpers.
- c. After an activity, two unrelated adult volunteers must stay until the last child (K-12) leaves the premises.
- d. When immediate family members work together as leaders, an additional non-related adult volunteer should be placed with them. Similarly, additional chaperones should be in place for overnight outings.

2. **Adequate Supervision**

- a. Volunteers will report to assigned responsibilities a minimum of 10 minutes before the children and/or youth arrive; and they will stay until all students have left the premises.
- b. Volunteers will make certain children are not unsupervised in a classroom. A volunteer may not leave the room they are responsible for until the next volunteers arrive (or until all children/youth have left the premises).
- c. Children are to be under supervision while on the premises. Unsupervised children will be taken to an area where supervision is available, such as a classroom or to their parents.
- d. Volunteer/Child Ratios. Classes need to keep the following ratios to provide adequate supervision of children. Seek the aid of a ministry leader if you are inadequately staffed. Additional volunteers will be located or the classroom will be closed to additional students.

Age Group Ratios

<u>Age Group</u>	<u>Adult:Child Ratio</u>
0-4 years	1:4
PreK-K	1:8
1st-4th	1:10
5th-8th	1:12
9th-12th	1:18

3. Visibility

- a. Ensure visibility to others by leaving doors open if there are no windows in the doors or if you are alone with a child. In curtained rooms, leave blinds open. If you must talk one-on-one with a child, do so in the hallway or in view of another adult.
 - b. Volunteers should not be alone with a child/youth in a car. If this is not possible, written or verbal parental/guardian permission should be sought before transporting the child/youth.
 - c. One-on-one meetings with older youth should take place in public or in a place visible to other adults.
4. **Evacuation** An emergency evacuation diagram will be clearly posted in every room. Volunteers are to guide children/youth as a group to the designated safe area(s). (See section titled “Fire and Tornado”)
5. **Parental Assistance** When a parent or guardian has to be called out of a church service to attend to a child, the Children’s Ministry Coordinator or Sunday Morning Coordinator should contact the family. Classroom volunteers should use their classroom walkie talkie to call the Sunday Morning Coordinator for assistance. In the event that there are more than two adult volunteers in the classroom in need of assistance, then a volunteer may leave the classroom to locate the needed family. One volunteer may NEVER be left alone while the other goes to locate the family.

Restroom Guidelines

1. Encourage families to take their children to the restroom as much as possible.
2. **Preschool.**
 - a. When possible, take a scheduled break with several children.
 - b. Only those 13 years or older may assist the child in the restroom. Leave the door ajar and request an adult (18 years or older) be within visual contact.
3. **Elementary.**
 - a. When possible, take a scheduled break with several children.
 - b. Children in grades 1 & 2 must be escorted to the restroom by someone 14 years old or older. Please prop the doors open and remain in the hallway.
 - c. If you must assist a child, leave the stall door open. Get assistance if you are alone in the restroom.
 - d. Use the ‘buddy’ system for grades 3 & 4. Monitor the time gone. Check on the situation if it has gone longer than ‘normal’. Use your classroom walkie talkie if more adult assistance is needed.
4. Children should not be left alone to wander the halls or go to other areas of the church unattended.

Diaper Changing Guidelines

Below are our stand policies and procedures regarding changing diapers:

- Families are always encouraged to change their children's diapers.
- First choice in classrooms- **female adult** volunteers change diapers.
- **Jr. helpers and male volunteers** can change diapers, when help is needed.
 - Families will be allowed to opt out.
- Diapers are only changed in the Nursery with children 36 months old and under
- Diapers are only to be changed on the changing stations.
- NEVER leave a child unsupervised while on the changing table
- Always wear disposable gloves when changing any type of diaper
- When needed check to see if the diaper is soiled
- Use diapers and materials that are provided in the Nursery or the child's diaper bag

9 Steps to changing a diaper - *Please follow these steps every time you change a child's diaper.*

1. Tell the child you are going to change his/her diaper.
2. Put rubber gloves on.
3. Place the child on the changing pad/table provided.
4. Remove the wet or soiled diaper, then clean the child's diaper area with a baby wet wipe.
5. Dispose of the used diaper, wipe(s), and rubber gloves in the diaper pail and/or garbage.
6. Put a clean diaper on the child, then remove the child from the changing area.
7. Either wash the child's hand or wipe their hands with a hand wipe if s/he touched the diaper or their bottom during the changing process.
8. Wipe changing pad/table with disinfectant wipes.
9. Wash your hands thoroughly.

Soiled Clothes

Remove immediately and place in a plastic bag. (Ask another adult/assistant to help if needed. Remember NEVER leave a child alone on the changing station.) Next, check the child's diaper bag to see if extra clothes have been provided and place the bagged soiled clothes in the proper diaper bag. Be sure to make a note for the families that extra clothes were used. If there are no extra clothes provided, check with the nursery cabinets to see if Community Kids has any extra clothes. Otherwise, notify the family immediately. Use your classroom walkie talkie if more adult assistance is needed.

Diaper Rash

If when changing a child, you notice the diapering area is oozing, bleeding, or concerning in any way, please notify families.

****Note: Community Kids volunteers are NOT allowed to apply any ointments, powders, or creams of any type to children.**

Student Outings

1. Children are not to be taken off the premises or on an outing without parental approval. A related form must be used to provide information about the activity and ensure parental permission and medical release. Returned forms must be kept in the leaders' possession during trips and events.
2. Drivers must be adults and have a valid driver's license and liability insurance. Proof of both will be requested and driver's license copied for the files. The number of passengers should not exceed the number of seat belts. Accident liability responsibility falls **first** on the driver with CEFC's insurance providing secondary coverage.
3. Adult volunteers should not be alone with a youth while carpooling. If this is not possible, written parental/guardian permission should be sought before transporting the youth.
4. Contracted transportation is charged to the appropriate ministry account and therefore requires the appropriate ministry team's approval and assistance with arrangements.
5. The family pastor or ministry supervisor must pre-approve activities. Overnight outings must have prior clearance by pastoral staff.
6. Boys and girls will be separated for lodging arrangements.
7. All trips and outings need a minimum of two non-related, pre-approved adults regardless of the number of children on the outing. Required child/worker ratios should be followed from page 9.
8. All supervising adults must be pre-approved by the family pastor for overnight events.

Physical Contact

Physical contact with children is an aspect of communicating God's love and is an essential part of the nurturing process of our ministry. Workers need to be sensitive to the needs and preferences of each child. Physical contact should be age and developmentally appropriate.

Appropriate Touch	Inappropriate Touch
• Meet the child at eye level by bending down or sitting. • Hold the child's hand while listening or speaking or when walking down the hall. • Put your arm around the shoulder of a child when comforting or quieting is needed. • Pat a child's head, hand, shoulder, or back. • Gently touch a child's shoulder when redirecting behavior. • High fives and/or handshakes. • Holding a crying preschooler on your lap if they are crying, or while reading a story.	• Kissing a child or coaxing a child to kiss you • Extended hugging or tickling • Touching a child in an area that would be covered by a bathing suit (exception: properly assisting a child in the restroom) • Carrying an older child or sitting him/her on your lap • Body to body hugs

Discipline Procedures

Children will be reprimanded for disruptive behavior including negative physical force, unfitting language, or any behavior that deters from the learning potential of others. In all cases, the child(ren) will be reassured that they are loved even though their actions cannot be condoned or tolerated.

Discipline should be carried out through instruction, training, and correction. Physical and verbal punishment is **not** appropriate in church-led activities for children and youth. Volunteers are encouraged to consult with ministry leaders regarding student discipline issues.

1. Suggested Rules for Students

- a. Respect Leaders - This includes being a good listener, following directions, and being obedient.
- b. Respect Each Other - This includes using good manners, being kind and treating others the way you wish to be treated.
- c. Respect Our Church Facility - This includes picking up papers from the floor, wiping mud off feet before entering, using the hallway coat hooks, taking care of bathrooms, using white boards and other equipment only when supervised by an adult.

2. Discipline Measures

- a. **First Offense:** A warning through eye contact, gentle touch, or a verbal reminder.

Other suggestions to curb disruptive behavior for the first offense.

- i. Reinforce positive behavior
 1. Verbal positive reinforcement - reinforce the behaviors you appreciate, contact the home via letter or phone call with good behavior news.
 2. Class reward - marble jar, spell out a treat, work toward a class outing/party.
 3. Class store, grab bag.
 4. Stickers, small pieces of candy.
 5. Use an accountability tool - have child evaluate him/herself at the end of class and earn points accordingly
 6. Be consistent in the language used with children.
- ii. Remind
 1. Make certain the child understands the expectation.
- iii. Redirect
 1. Stand by the student
 2. Move the student's seat (i.e. if two students continue to talk, separate them.)
 3. Remove distracting objects.
- b. **Second Offense:** An appropriate developmental "time out" from the room or activity. If you remove the child, let the child consider his/her actions and gain self-control. Time outs should occur in the classroom under your supervision. Do not remove a child to the hallway unless an adult stays with the child.
- c. **Third Offense:** A parent will be contacted and the child will be removed from the class for the duration of that day and returned to the parent. Please report this action to the appropriate ministry leader.

CHILDREN/YOUTH SECURITY POLICY

NURSERY – *During worship service (ages 0-4 years)*

COMMUNITY KIDS – *During worship service (ages 4 years through 4th grade)*

Check-In Procedure

1. ALL children need to go to the “Check In Station” to check into Elvanto and receive a printed nametag sticker before they come to the Nursery.
2. Volunteers should greet each adult and child who comes to the nursery door.
 - a. Adults are encouraged to stay in the hall and hand their child and any bags or belongings for their child to you.
 - b. Adults with children who are new or visiting may come into the nursery if they feel it is necessary to help their child get settled.
3. Make sure each child has a printed nametag on his/her back.
 - a. ***Confirm contact information.*** Record the adult’s phone number if it is not printed on the child’s name tag.

Check-Out Procedure

1. ***SPECIAL NOTE: ONLY ADULTS are allowed to pick children up from the nursery!***
 - a. Please DO NOT allow anyone under the age of 18 to pick children up.
 - b. If a child is still waiting after all others have been picked up, volunteers can walk the child to their family.
2. Greet adults at the doorway.
 - a. Check their pick-up tag information.
 - b. Share interesting stories about the time you shared with them that morning.
3. After checking to be sure the pick-up tag number matches the number on the child, hand the child (along with any bags or personal items) to the adult. ***If the ID number does not match, you CANNOT allow that individual to take the child. Please find the pastor, a leadership team member, or a children’s ministries member who will help work through the situation.***
 - a. If this happens, assure the parent that you are following the church policy that was designed to provide safe care for all children and that you are sorry for any inconvenience. Take this opportunity to introduce yourself and to find out more about them.
 - b. Tanisha Butcher – 608-412-1879

HEALTH & EMERGENCY PROCEDURES

Sick Children

1. A child who is ill should not be brought into the nursery or church classrooms. Symptoms include a fever during the preceding 24 hours, diarrhea, vomiting, rash, open sores, runny nose and/or eyes, coughing, an inflamed mouth or throat, or discharge around eyes.
2. When a child becomes ill at church, the child needs to be removed from the nursery or classroom immediately, and comforted until his/her parent(s) are located.

Medications

1. Volunteers cannot give or apply any medications. If a child needs medication, the parent must be the one to give it.
2. In extreme cases, such as with allergies or asthma, special arrangements should be made with written instructions from the parent/guardian.
3. Diaper changing - Volunteers do not apply topical medications or powder unless directly instructed in writing by the child's parents/guardians.

Universal Precautions for Disease Control

Universal precautions are observed in order to prevent contact with blood or other potentially infectious substances. All blood or other potentially contaminated body fluids are considered to be infectious.

1. Careful hand washing with antiseptic soap **before and after** contact with individuals or their belongings is necessary.
 - a. Volunteers must wash their hands:
 - i. After changing a diaper
 - ii. After assisting a child in the restroom
 - iii. After assisting a child with a tissue (nose)
 - iv. After dealing with an injury where blood is present
 - v. After contact with vomit
 - vi. After contact with any bodily fluid
 - vii. Before food preparation.
 - b. Children must wash their hands:
 - i. After toilet use
 - ii. After contact with nasal secretions
 - iii. Before eating
2. Disposable gloves **must** be used when there is contact with blood or bodily fluids (assisting in restrooms, changing diapers, contact with vomit, contaminated clothing, etc). Gloves must be changed between each new child contact.
3. Diapers and trash contaminated with blood, urine, or fecal matter should be placed in lined trash cans.
4. Disinfectant solution is used to clean diaper changing tables, and any surfaces that have been soiled from blood, urine, vomit, feces, or other bodily fluids.

5. To avoid accidental exposure to blood or bodily fluids (i.e. urine) wear gloves when removing soiled clothing from children.
6. Materials such as paper towels, gauze squares, or clothing that are blood soaked are put in a bag, tied, and placed in a designated biohazard red container in the utility room (by the kitchen.) The bag will be removed from the site as soon as possible. Bags are located with first aid kits in the teacher resource room or youth room in the basement.
7. Nursery toys that have been put into a child's mouth and/or have come into contact with other bodily fluids are to be washed using an anti-bacterial wipe. Non-washable toys should be sprayed with a disinfectant and/or laundered.
8. Biting is immediately and firmly discouraged and will be brought to the attention of the child's parents.
9. Volunteers who have had blood exposure should immediately contact a ministry leader for further procedural instruction. *An exposure is defined as contact with blood or other potentially infectious materials on non-intact skin, eyes, mouth, or if skin was pierced during the exposure.*

HIV/AIDS

It is our desire as a church to respond to the spiritual and personal needs of people in a Christ-like manner. We realize that those diagnosed as HIV positive or having AIDS face terminal illness and perhaps exaggerated fears, prejudices, and rejection of people. It is our intention as a church to include those with AIDS/HIV positive in the ministries and activities of this church.

We also understand our responsibility to insure the health and well-being of both our staff and those who attend. As a result, we have instituted universal precautionary measures to minimize not only the risk of spreading AIDS, but other more communicable diseases as well.

As part of these measures, parents who have children or youth with AIDS/HIV positive, or other communicable disease, should inform the appropriate staff and children/youth ministry personnel. Affected adults should do the same. We ask that appropriate safety precautions be taken for extracurricular activities involving any risk. Understanding that research is continuing in the study and understanding of AIDS, the most current medical information and advice will be obtained to best meet the needs of all persons involved

First-Aid

1. Universal precautions must be taken to prevent contact with blood or other bodily fluids. (See section titled Universal Precautions for Disease Control).
2. First aid kits are located in the teacher resource room, the youth room, nurseries, the kitchen and the work room. Ice packs are in the freezers in both the kitchen and the youth room.
3. If a child/youth receives an injury while under our supervision, the parent must be notified of the injury upon picking their child up.
4. Accidents or injuries must be recorded using an "Ouch Report". These forms can be found on the inside cupboard door in the preschool nursery, or in the teacher resource room. Upon completion, the form should be given to a ministry leader or the youth/children's pastor.

Fire and Tornado

Each classroom has posted procedures for both fire and tornado, including maps with the location of fire exits and designated safety areas during a tornado warning.

In the event of a tornado, volunteers should guide children to rooms #6, 7, 9, or 11 downstairs.

In the event of a fire, volunteers should guide children to the nearest exit and away from the building. It is imperative that all of the children in a volunteer's care stay with that caregiver until receiving further instructions.

Appendix A

INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____

Incident Type (circle): Child Abuse Medical Physical Assault Disorderly Person

 Domestic Vandalism Suspicious Other: _____

- ☐ Was anyone visibly injured in the incident? YES___ No___
- ☐ Was a person under 18 years of age involved in this incident? YES___ No___
- ☐ Was law enforcement called to this incident? YES___ No___
- ☐ If yes, provide the agency case number if given: # _____
- ☐ Was medical or fire called to this incident? YES___ No___

Briefly describe the nature of this incident: _____

Volunteer / Ministry Leader / Usher / Staff involved or witness to incident:

- | | | |
|----------------|-------------------------|----------------------|
| 1. Name: _____ | Injured? YES____ No____ | Daytime phone: _____ |
| 2. Name: _____ | Injured? YES____ No____ | Daytime phone: _____ |
| 3. Name: _____ | Injured? YES____ No____ | Daytime phone: _____ |
| 4. Name: _____ | Injured? YES____ No____ | Daytime phone: _____ |
| 5. Name: _____ | Injured? YES____ No____ | Daytime phone: _____ |

REPORTING PERSON

Name: _____ Your role/function at time of incident: _____

Daytime phone: _____ Evening phone: _____

Signature of Reporting Person: _____ Date of Report: _____

Based on this incident, whom do you want to get copies of this incident report? (Check all that apply)

- | | | |
|--|---|---|
| ☐ Staff | ☐ Ministry Leaders | ☐ Local Sheriff's Office |
| ☐ Insurance Company | ☐ Lead Usher | ☐ Other: _____ |
| ☐ Local Churches | ☐ Local Police | |

For further details of this incident, use a separate sheet of paper.

Are you attaching another sheet of paper to this report to continue the details of this incident? YES____ No____

*****Please make copies for any involved person who requests one. Thank you!*****

Updated April 2025

Appendix B
OUCH REPORT FORM

Child's Name: _____ Age: _____

Community Kids' Room: _____

Volunteer Completing Form: _____ Date: _____

Church Location of Accident: _____

Explanation of Accident: _____

Witnesses of Accident: _____

Action Taken: _____

Action Taken By: _____

Follow Up Recommendations: _____

Family Notified: YES_____ No_____

Children's Ministry Coordinator Notified: YES_____ No_____

Medical Assistance Required: YES_____ No_____

Parent/Guardian Signature:

_____ Date: _____

*****Make 1 copy of this report for our Community Church files, and give the original to the family.
Thank you!*****

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