
Village Church Protection Policy for Children and Youth

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CONTACT INFORMATION

Village Church Staff

Betsy Pace: Children's Ministry Director - (919) 280-5318

Heather Esch: Director of Operations - (704) 756-9273

Jesse Williams: Parish Life Coordinator - (864) 650-4228

Smyth Taylor: Director of Youth and Young Adults - (864)-420-1005

Emergency Numbers

Emergency Assistance: 911

Poison Control: (800) 222-1222

Greenville Police Department: (864) 467-5300

GENERAL

Screening and Training Procedures

Village Church will follow the screening and training procedures as designated by the *Anglican Diocese of the Carolinas Policy Manual for the Protection of Children*. A summary of these procedures are listed below.

The screening and training of clergy and staff with direct supervision of children/youth will include:

- ✓ Conducting National Sexual Offender Registry and Criminal Background checks every 2 years (for clergy/staff 18+ years)
- ✓ Personal and professional reference checks
- ✓ Live interviews
- ✓ Submission of a *Screening Statement* (found in the Appendix under Tab-A)
- ✓ Submitting a signed *Policy Acknowledgement* form (found in the Appendix under Tab-B)
- ✓ Completing the online Sexual Abuse Prevention Course and follow-up test provided by Ministry Safe and submitting a certificate of completion, to be renewed every 2 years (for clergy/staff 18+ years)

The screening and training of volunteers who work with children/youth will include:

- ✓ Requiring a six month minimum attendance rule, except where the Bishop has granted a variance
- ✓ Conducting National Sexual Offender Registry and Criminal Background checks every 2 years (for volunteers 18+ years)
- ✓ Personal and professional reference checks
- ✓ Live interviews
- ✓ Submission of a *Screening Statement* (found in the Appendix under Tab-A)
- ✓ Submitting a signed *Policy Acknowledgement* form (found in the Appendix)
- ✓ Completing the online Sexual Abuse Prevention Course and follow-up test provided by Ministry Safe and submitting a certificate of completion, to be renewed every 2 years (for volunteers 18+ years)

Physical Interaction with Children and Youth

The following standards of interaction with children and youth shall be carefully followed at all times:

- ✓ Appropriate physical affection includes:
 - High-fives
 - Handshakes
 - Fist bumps
 - Thumbs up
 - Head pat
 - Side hug
 - Smiling
 - Pats on the back
- ✓ Inappropriate physical affection includes:
 - Wrestling
 - Tickling
 - Sitting in laps (except for nursery-aged children)
 - Kissing
 - Full frontal hugs
 - Commenting on children's bodies
 - Forcing unwanted affection
- ✓ Inappropriate touching and displays of affection are forbidden. Inappropriate behavior or suspected abuse should be reported immediately.
- ✓ Physical contact should be given only in observable places.
- ✓ Physical contact should not give the appearance of wrongdoing.
- ✓ Do not force physical contact, touch, or affection on a reluctant child.
- ✓ Volunteers and staff are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

Disciplinary Guidelines

The best disciplinary plan is prevention. Children and youth who are engaged in an activity or lesson are usually well-behaved. To prevent behavioral issues:

- ✓ Be prepared to engage with the children or youth during “free time”
- ✓ Give clear directions for planned activities
- ✓ Anticipate problems and plan for a response
- ✓ Model respectful behavior
- ✓ Give positive feedback often

Childcare workers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable.

This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

Children may be disciplined using redirection, time-outs, and other non-physical methods of behavior management. In some circumstances physical restraint may be used to prevent self-injury by the child and/or harm to others or to property.

Uncontrollable or unusual behavior should be reported immediately to parents, the Children’s Ministry Director or Youth Director.

Spiritual Direction and Pastoral Counseling

Spiritual direction or discipleship of a student manifests in an ongoing 1:1, 1:2, or 1:3 relationship where participants meet regularly for a long-term partnership. This is not the same as pastoral counseling which is intended for a singular focus and therefore is limited in scope. Pastoral counseling typically covers singular issues or questions, conflict management, confession, crisis counseling, or relationship counseling. If pastoral counseling requires more than 6 sessions, refer the child or youth to a professional.

If the long term spiritual direction/discipleship is agreed upon with parents...

- ✓ Other leaders in the church should be aware of the discipleship relationship.
- ✓ Must meet in a public place
- ✓ Long-term discipleship relationships need to be conducted by a staff person or volunteer of the same biological sex as the participant(s)

-
- ✓ Prayer and study of Scripture should be included in regular time together

Photography

Photos of children and youth will not be used contrary to the wishes of the parent(s). Student pictures should not be shared without parent permission. Parents may sign a photography consent statement when registering their children or youth through Planning Center.

Media & Social Networking

- ✓ Social media avenues are important ways for student ministry staff and volunteers to connect with students. A student's world is often constructed around social media. Having personal interactions via social media allows adults to model appropriate behavior using social media, and it forms valuable connections with students.
- ✓ Sending sexually explicit or offensive communications (e.g., texts, emails, social media messages or posts) is included in the definition of sexual harassment and will not be tolerated regardless of age.
- ✓ Virtual spaces are to be treated the same as in-person spaces. This means that two youth leaders should be online with a youth (known as the two-adult rule) or there must be two or more youth present with an adult leader. The parent should be aware that the child is in a conversation with the leaders or other youth.
- ✓ Prior to showing a PG-13 film, notice will be provided to parents in order to allow an opt-out should there be concerns or objections.

Sexually-Oriented Materials

Staff members and volunteers may employ (subject to limitations imposed by the Rector or Rector's designee) age-appropriate materials when leading discussions dealing with human sexuality/sexual abuse prevention/sexual purity. Any prospective material should normally be made available for review for the parents of participants. Prior to introducing these materials, notice should normally be provided to parents in order to allow an opt-out should there be concerns or objections.

Overnight Events

- ✓ As always, the two-adult rule should be adhered to; a single student should not be alone with a staff member or volunteer.
- ✓ An individual student should not be housed alone with another student or adult (in overnight cases, a minimum of three is required).
- ✓ Staff members and leaders will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places.
- ✓ Appropriate modest sleeping attire must be worn by all.
- ✓ In the event of a sleepover on the church campus that involved both boys and girls, boys and girls must sleep in separate rooms, properly supervised by adult leaders of the same biological sex.
- ✓ Private areas for changing clothes must be available.
- ✓ Staff and youth leaders should never be nude in the presence of the students in their care.
- ✓ Once leaders and youth have arrived at the overnight location, all students' cell phones will be taken and kept by youth leaders until the time to leave the location.

Transportation

- ✓ Adult volunteer drivers must provide the church with a copy of his/her driver's license, vehicle registration, and proof of insurance.
- ✓ Drivers must undergo a DMV record check.
- ✓ Phones can only be used for necessary phone calls and GPS navigation.
- ✓ There should not be one adult and one child riding in a car together (unless there is a special circumstance and the parent approves of this and gives permission).
- ✓ Cars/vans/buses will contain one driver and two or more youth or two adults and any number of children.
- ✓ Each child must ride in a seat with a seatbelt. No double buckling!
- ✓ Transport children or youth directly to their destination. Stopping for meals, gas, and restroom breaks should be done as a group.

No one under the age of 25 can drive church owned vehicles or vehicles rented or borrowed by the church.

Additional Policies and Procedures

- ✓ Clergy, staff, or volunteers should not use tobacco products, consume alcoholic beverages, possess or use illegal drugs while supervising children or youth.
- ✓ All interactions between clergy, staff members and volunteers and children and youth should be positive and uplifting to aid in spiritual growth and development.
- ✓ No children should be left unattended in the church building or on the church property during or following a church activity.
- ✓ No child or children should ever be alone with an individual volunteer or sitter. Always follow the "2 Deep Rule."
- ✓ All leaders are expected to watch for policy violations and report them.
- ✓ An open invitation is always extended to parents to visit children or youth activities any time unannounced.
- ✓ Keep unused rooms at the church locked whenever possible.

ON-SITE SUPERVISORY PLAN

Personnel

Only screened staff and volunteers may work with children and youth. Village Church will follow the screening and training procedures as designated previously in this document. Screened and trained high school youth may serve as adult volunteers. Screened and trained middle school youth may volunteer but will not count as adult supervisors. Middle and high school staff/volunteers will always be paired with an adult who is at least 18 years of age.

A minimum of two screened and trained staff/volunteers must provide supervision at all times.

Nursery/Children's/Youth staff and volunteers are not permitted to allow unscreened friends or family members to assist in the Nursery, Children's Ministry, or Youth Ministry areas.

No one in the employ or volunteer service of Village Church who has a civil or criminal record of child abuse, or who has admitted to committing prior sexual abuse of a child, will be permitted to serve with children or youth.

Supervision

For on-site Children's Ministry events, the Children's Ministry Director will check to ensure that all Children's Ministry areas are fully staffed. He or she will conduct random visits during all programming times or appoint someone else to take on a supervisory role to observe staff/volunteer/child interactions. He or she will meet with staff/volunteers to provide training and solve problems.

For on-site Youth Ministry events, the Director of Youth will check to ensure that Youth programming is fully staffed. He or she will supervise or appoint another screened and trained person to supervise staff/volunteer/youth interactions. He or she will meet with staff/volunteers to provide training and solve problems.

Registration

For on-site Children's Ministry events, children ages 0-11 will be registered at the Village Kids check-in table using Planning Center. A trained volunteer or staff person will supervise the check-in process and ensure that every parent or guardian receives a name-tag and corresponding security tag for his or her child(ren).

Ratio Standards

A minimum of two staff/volunteers will be present in the Children's and Youth Ministry areas at all times. The following is the required ratio of adults to children (based on the *ADOC Policy Manual for the Protection of Children*):

- ❖ **Infants (0-12 months)**: 2 adults for up to 8; 1 additional adult for every additional 1 to 4 infants
- ❖ **Young toddlers (13-23 months)**: 2 adults for up to 10; 1 additional adult for every additional 1 to 5 toddlers
- ❖ **2 and 3 years**: 2 adults for up to 16; 1 additional adult for every additional 1 to 8 2-to-3- year- olds
- ❖ **4 years**: 2 adults for up to 20; 1 additional adult for every additional 1 to 10 4-year-olds
- ❖ **School age**: 2 adults for up to 36; 1 additional adult for every additional 1 to 18 school-age child
- ❖ **Mixed age group**: ratio for the youngest child in the group

Physical Environment

Windows on the doors will not be obstructed. Toys, books, furniture, and apparatus will be cleaned on a regular basis. Rugs and other moveable items that could pose danger will be secured. If children are taken outside during supervisory times, the church yard will be inspected for trash or other items that may cause harm. The gates will be secured in a closed position to prevent children from entering the street or parking lot.

Diapering Policies

- ✓ Only screened and trained female staff or the child's parent or legal guardian will undertake the diapering of children. Adult and youth volunteers should not undertake the diapering of children for any reason.
- ✓ Changing of diapers should be done in plain sight of other Nursery workers; children should not be left unattended while being changed.

-
- ✓ Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Bathroom Policies

- ✓ Only female staff and volunteers (18+) may assist children in bathrooms.
- ✓ When children are assisted in bathrooms, the stall door will be left partially open.
- ✓ Preschool-aged children will never be left unattended in bathrooms.
- ✓ Children should be assisted in straightening their clothing before returning to the room with other children.
- ✓ "Accidents" should be handled by reassuring the child and contacting a parent to complete the changing of diapers/pull-ups or underwear and clothing. Volunteers should never change a child's underwear or clothing.
- ✓ Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) An adult volunteer should be assigned to ensure that children return immediately from bathroom breaks.

Food and Allergies

- ✓ Always check for food allergies before serving snacks or meals. Food allergies will be indicated on the lower right section of each child's name tag.
- ✓ Parents may provide an alternative snack or bottle for their child. These snacks/bottles should be removed from the diaper bag **by the parent** and stored on the table by the door. Carefully label these snacks/bottles with the appropriate child's name. Always double check a child's name tag before giving an alternative snack/bottle.
- ✓ For the safety of our children with allergies, we do not allow food or liquids containing any type of nut. Please ensure that alternative snacks are nut-free.

Release of Children/Youth

Children's and Youth Ministry personnel are responsible for releasing children in their care at the close of services/activities only to parents, legal guardians, or other persons designated by parents or legal guardians. It is presumed that a person who

drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately contact their supervisor before releasing the child.

For Children's Ministry events, staff and/or volunteers will release children only to those adults (18+) who have a corresponding security tag with the child.

For Youth Ministry events, parents must notify the supervising adults when they are ready to pick up their child(ren). If a youth will be driving him or herself home or riding with another student, a parent must notify the Director of Youth by email or text.

First Aid and Emergency Procedures

If possible, medication should be administered by the child's parent(s). Medication may be given to a child by a staff member or volunteer as authorized by the parent. The medication must be in the original packaging, including over-the-counter medication. Parents should be notified whenever medication or first aid has been administered.

Reporting Concerns

Concerns about Nursery or Children's Ministry events should be reported to the Children's Ministry Director. Concerns about Youth Ministry events should be reported to the Director of Youth.

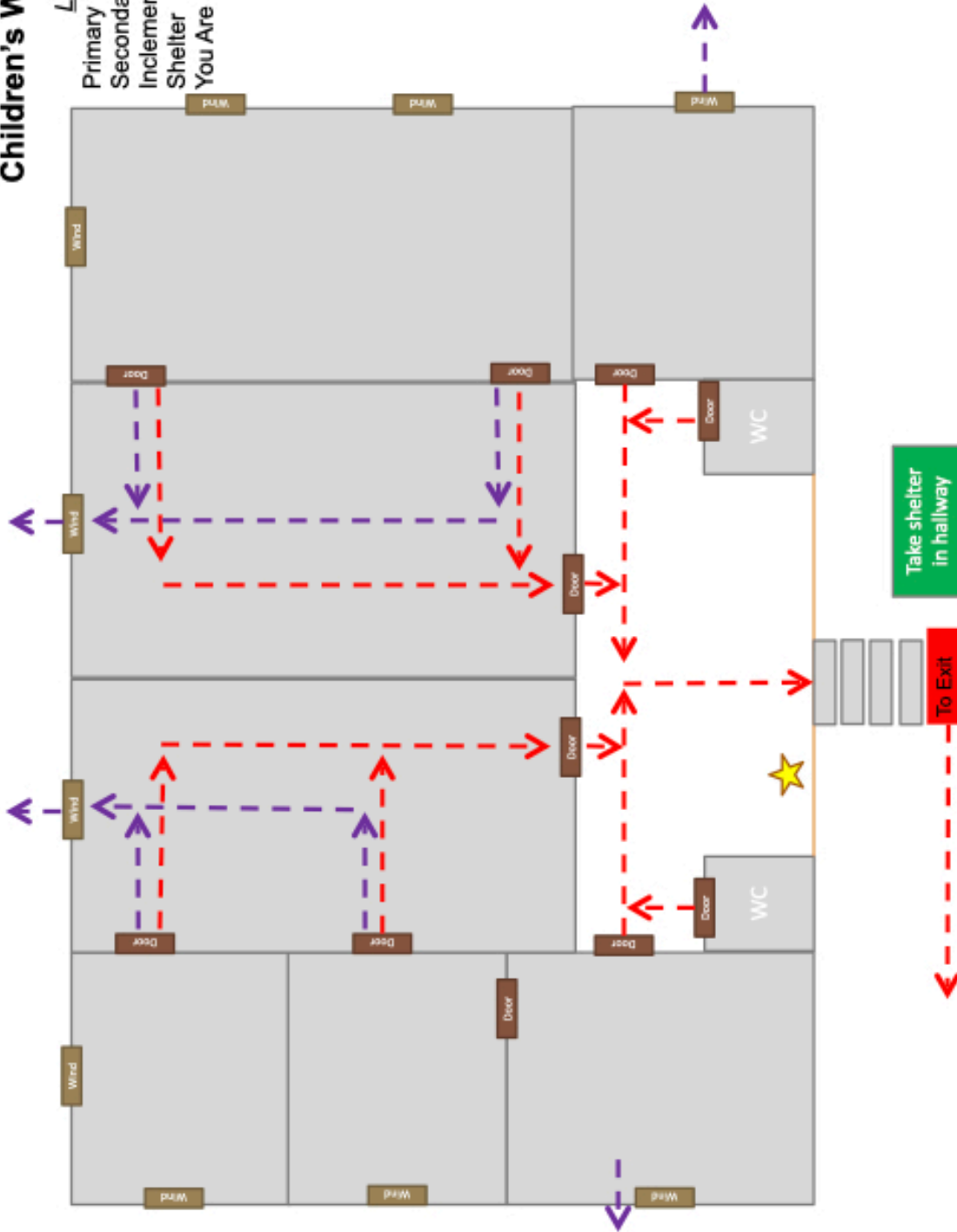
Evacuation Route

A copy of the following evacuation route will be placed in each room of the Upstairs Children' Wing.

Village Church Anglican
Children's Wing, Upstairs

USE NEAREST UNOBSTRUCTED EXIT AWAY FROM HAZARD

- LEGEND**
- Primary Exit Route 
 - Secondary Ladder Exit 
 - Inclement Weather Shelter 
 - You Are Here 



OFF-SITE SUPERVISORY PLANS

Small Groups Meeting in Homes

The care and protection of children in small group settings is always the responsibility of the parent(s)/guardian(s) of each child. However, in an effort to empower and equip parents/guardians as they exercise care and responsibility, Village Church encourages the following:

In home groups where children are present, even on an occasional basis, leaders and hosts are encouraged to read the *ADOC Policy for the Protection of Children* and follow as closely as possible the provisions outlined therein, including:

- ✓ Supervision by two screened and trained individuals (supervision by a single individual is never a good idea)
- ✓ Inspection and preparation of physical environment- the location should be inspected and prepared for child safety for the developmental age of those being served, keeping in mind outlet coverings, sharp corners, sharp objects, unsecured furniture, access to outdoors, toxic materials, etc.;
- ✓ Creation of restroom procedure- for any child who requires assistance, it is recommended that parent(s) be responsible for diapering and meeting other restroom needs.

Off-site Childcare Supervisory Plan

For off-site events where childcare will be provided by Village Church staff and/or volunteers, the sponsoring staff person should request an *Off-site Childcare Plan* from the Director of Children's Ministry at least one week before the event is to take place. A copy of this plan should be distributed to all childcare personnel supervising the event. (The *Off-site Childcare Plan* worksheet can be found in the Appendix).

Off-site Youth Supervisory Plan

For off-site activities and events, the sponsoring staff person should request a *Youth Supervisory Plan* from the Director of Youth at least one week before the event is to take place. A copy of this plan should be distributed to all personnel supervising the event. (The *Youth Supervisory Plan* worksheet can be found in the Appendix)

PREVENTING AND REPORTING CHILD ABUSE

Reporting Procedures

Who are mandatory reporters at Village Church?

South Carolina law requires that clergy and childcare workers report known or suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children. Every adult who volunteers in the supervision of children is *encouraged* to report abuse.

When should I report?

If you suspect any physical abuse, sexual abuse, emotional abuse, or neglect.

- ✓ Physical abuse: Unexplained bruises, bites, burns, broken bones, black eyes, child seems frightened of caretaker when time to go home can all be signs of physical abuse.
- ✓ Sexual abuse: Sexual acts committed or allowed to be committed against a child
- ✓ Emotional abuse: Emotional abuse that impacts a child's ability to function. Examples of emotional abuse are intimidation and belittlement.
- ✓ Neglect: Caretaker/s fail to supply physical, medical, or educational needs. It is important to note that poverty does not equal neglect.

Any allegation is a reportable event. Conclusive proof is not required to report (suspicion is enough). When in doubt, report.

If you see or hear something, say something!

Criminal ramifications for failure to report as a mandated reporter include a minimum of a \$500 fine and/or a minimum six months in prison.

How do I report suspected abuse?

1. Fill out a *Suspected Abuse Report Form* (found in the Appendix).
2. Report to the appropriate church personnel (see the following section).
3. If you are a mandatory reporter, call DSS or law enforcement.

To whom do I report? (Follow these steps)

1. Report to your immediate supervisor** (Children's Ministry Director or Youth Ministry Director). Skip this step if your supervisor is the suspected abuser.
2. Report to the rector and senior warden.
 - If the person accused of abuse is the rector, report to the senior warden.
 - If the person accused of abuse is the senior warden, report to the rector.
3. If you are a mandatory reporter:
 - ✓ Call DSS (888-227-3487) if the abuse took place by the child's primary caretaker
 - ✓ Call law enforcement if the abuse took place by anyone else (another child, teacher, coach, neighbor, etc.).
 - ✓ You will need to provide child's: name, age, DOB, sex, address, phone numbers, present location, parent/sibling information

**Reporting to a church supervisor does not relieve a mandated reporter of his or her duty to report to state authorities.

What happens when abuse is reported?

- ✓ All mandatory reporting steps to engage authorities outside the church will take place. (See note on mandatory reporting above).
- ✓ The rector must remove the volunteer accused of abuse from the situation in which the accusation arose and from any duties where he/she will have further interactions with children. This can be done quietly and without fanfare but must be done immediately and without exception. The church leadership will determine whether the person accused of abuse will continue in ministry.
- ✓ The rector shall report to caretaker/s when appropriate. If the person accused of suspected abuse is not the child's caretaker, the rector should contact the child's caretaker and offer support from the church.
- ✓ The rector shall notify the bishop. The bishop may request periodic updates of the investigation being conducted and subsequent actions taken at the local church level.
- ✓ The rector shall notify the liability insurance company unless the church's legal council advises otherwise. This is important for four reasons:
 1. The insurance policy may require immediate notification for coverage to be effective.

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2. The policy may pay for counseling or legal advice.
 3. The policy may not provide coverage for lawsuits involving acts of sexual abuse.
 4. The insurance carrier, having dealt with similar cases, may be a source of helpful advice.

Will I be protected if I report suspected abuse? (Yes.)

- ✓ A reporter's identity remains confidential.
- ✓ A reporter is immune from liability (no one can sue you).
- ✓ A reporter is protected from getting fired from his/her job.

How should I respond to a child when he or she tells me about abuse?

- ✓ Listen and respond calmly; avoid expressing anger or shock.
- ✓ Allow for a minimal facts interview (who, what, where). Do not probe for details.
- ✓ Ask open ended questions (for example, "Do you want me to tell you anything else?" or "What happened next?")
- ✓ Let the child know that he/she is believed, that any abuse is not his/her fault, and that he/she was brave to disclose this information to you.
- ✓ If the child asks you to keep the disclosed information about the abuse secret, tell the child that you cannot keep information about abuse secret for the child's and other children's present safety and future harm.
- ✓ Tell the child your next steps (when developmentally appropriate)

What are some signs of child abuse?

Short term behaviors in the child

- poor self-care
- extremes in behavior
- delays in physical/emotional development
- bedwetting (if a new behavior)
- fears/phobias (if a new behavior)
- self mutilation/cutting
- weight loss/weight gain

-
- disinterest in activities or people previously interested in
 - difficulty sitting or walking
 - itching in genital or anal area
 - startled to touch
 - bizarre, sophisticated, or unusual sexual knowledge or behavior

Long term behaviors in the child

- depression
- suicidal thoughts/acts
- eating disorders
- substance abuse
- drop in academic performance
- promiscuous behaviors
- venereal diseases
- excessive modesty
- prostitution

Adult behaviors that could indicate abuse

- Publicly humiliating the child
- Involving the child in “adult issues”
- Being vague about the details of an injury
- Blaming an accident on a sibling, friend, relative or the injured child
- Shaking an infant
- Threatening or attempting to injure a child
- Showing aggression towards a child in front of others
- Being unusually over-protective of a child
- Expressing jealousy of a child relationships with peers or other adults
- Trying to control the child
- Favoring the victim over other children
- Demonstrating physical contact or affection to a child which appears sexual in nature or has sexual overtones



APPENDIX

Suspected Abuse Report Form

Information regarding the person suspected of child abuse:

Name of suspected abuser: _____

Address: _____

_____ Telephone: _____

Title/relationship to the church (if any): _____

Information regarding the suspected victim(s):

Name of suspected victim: _____

Age: _____ Male/Female: _____

Address: _____

_____ Telephone: _____

Relationship to the church: _____

Name/s of any other suspected victims:

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse (is applicable).

Describe each incident of abuse disclosed to you, including type of abuse, date(s), time(s), and location(s):

List any eyewitnesses to each suspected abuse incident (include name, age, address, telephone, relationship to church) and describe how that eyewitness viewed the event:

Information regarding person(s) to whom suspected abuse was reported:

Name: _____

Title at church: _____

Address: _____

_____ Telephone: _____

Date that initial report was made: _____

Was the suspected abuse reported to DSS or law enforcement?*

If yes, state the date the report was made to the police _____

Name and title of person reporting to police: _____

Police department and contact person: _____

Police contact's telephone number: _____

Was the caretaker(s) notified?*

If yes, state the date the report was made to caretaker(s): _____

Name and title of person notifying parents: _____

Address: _____

Telephone: _____

Caretaker's name(s): _____

Was suspected abuse reported to the bishop?*

If yes, state the date the bishop was notified: _____

Name and title of person reported to bishop: _____

Bishop's name: _____

Bishop's contact information: _____

Any other information which may be helpful to the investigation:

Policy Violation Report Form

Information regarding the person suspected of policy violation:

Name: _____

Address: _____

_____ Telephone: _____

Title/relationship to the church (if any): _____

Information regarding the child or children involved (if applicable):

Name of child or children: _____

Age: _____ Male/Female: _____

Address: _____

_____ Telephone: _____

Relationship to the church: _____

How did you become suspicious of possible violation?

Describe any physical evidence of the suspected violation (if applicable).

Describe each incident of violation, including date(s), time(s), and location(s):

List any eyewitnesses to each incident (include name, age, address, telephone, relationship to church) and describe how that eyewitness viewed the event:

Information regarding person(s) to whom suspected violation was reported:

Name: _____

Title at church: _____

Address: _____

_____ Telephone: _____

Date that initial report was made: _____

Was the suspected violation reported to clergy and or vestry?

If yes, list the date when the report was made: _____

Was the caretaker(s) notified?

If yes, state the date the report was made to caretaker(s): _____

Name and title of person notifying parents: _____

Address: _____

Telephone: _____

Caretaker's name(s): _____

Any other information which may be helpful:

Screening Statement

Have you ever:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged? Yes No
- Been charged with child sexual abuse in a civil proceeding? Yes No
- Committed an act of child sexual abuse? Yes No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)? Yes No

Has any other member of your household:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged? Yes No
- Been charged with child sexual abuse in a civil proceeding? Yes No
- Committed an act of child sexual abuse? Yes No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)? Yes No

Printed Name

Signature

Date

Policy Acknowledgement Form

I certify that I have read (check all that apply):

- the Village Church Protection Policy for Children and Youth and/or
- the Diocesan Policy Manual on the Protection of Children

I further certify that I will abide by the provisions of this policy as long as I am an employee/volunteer of the church.

Printed Name

Signature

Date

OFF-SITE CHILDCARE SUPERVISORY PLAN

Date of Event: _____

Event Name/Location: _____

Registration Process:

Children ages 0-11 who require childcare will be registered using Planning Center. _____ will supervise the check-in process and ensure that every parent or guardian receives a name-tag and corresponding security tag for his or her child(ren).

Supervisory Personnel:

Name of supervising staff person: _____

Names of childcare workers / volunteers:

Ratio Standards:

The following ratio of adults to children will be maintained through the entire event:

- ❖ **Infants (0-12 months):** 2 adults for up to 8; 1 additional adult for every additional 1 to 4 infants
 - ❖ **Young toddlers (13-23 months):** 2 adults for up to 10; 1 additional adult for every additional 1 to 5 toddlers
 - ❖ **2 and 3 years:** 2 adults for up to 16; 1 additional adult for every additional 1 to 8 2-to-3- year- olds
 - ❖ **4 years:** 2 adults for up to 20; 1 additional adult for every additional 1 to 10 4-year-olds
 - ❖ **School age:** 2 adults for up to 36; 1 additional adult for every additional 1 to 18 school-age child
 - ❖ **Mixed age group:** ratio for the youngest child in the group
- Diapering/Bathroom Procedures:

Diapering and Bathroom Procedures:

- ✓ A parent of guardian should be responsible for diapering and other restroom needs.
- ✓ If a child needs to use the restroom, a childcare worker or volunteer should contact the parent via text or have the supervising staff person do so on their behalf.

Notes concerning the physical environment:

First aid and medication procedures:

If possible, medication should be administered by the child's parent(s). Medication may be given to a child by a staff member or volunteer as authorized by the parent. The medication must be in the original packaging, including over-the-counter medication. Parents should be notified whenever medication or first aid has been administered.

The reporting of discipline concerns:

Concerns should be reported to the supervising staff person listed above.

Dining arrangements:

The release of children:

Childcare workers and/or volunteers are responsible for releasing children in their care at the close of this event only to parents, legal guardians, or other persons designated by parents or legal guardians (18+) who have a corresponding security tag with the child. If there is any concern about releasing a child, the worker or volunteer should immediately contact the supervising staff person listed above.

OFF-SITE YOUTH SUPERVISORY PLAN

Date of Event: _____

Event Name/Location: _____

Registration Process:

Please provide any details regarding the registration process. Is there a registration form OR parental consent form? If so, who is responsible for collecting and keeping these forms during the event?

Supervisory Personnel:

Name of supervising staff person: _____

Names of supervising volunteers:

Ratio Standards:

The following ratio of adults to youth will be maintained through the entire event:
2 adults for up to 36; 1 additional adult for every additional 1 to 18 school-age child

Bathroom Procedures:

Adults should never be alone with a student. If restrooms are out of sight from the rest of the group, students should go in groups of two, but must inform an adult when they leave and return.

Notes concerning the physical environment:

First aid and medication procedures:

The supervising staff person will administer any necessary medication. Medication must be given to the youth director before leaving for the event. The medication must be clearly labeled with the youth's name and proper dosage and frequency.

The reporting of discipline concerns:

Concerns should be reported to the supervising staff person listed above.

Dining arrangements:

Transportation Plan:

Sleeping and Showering Arrangements:

The release of children:

Supervising adults are responsible for releasing students at the close of this event only to parents, legal guardians, or other persons designated by parents/legal guardians. If a youth will be driving him/herself home or riding with another student, a parent must notify the Director of Youth by email or text.