



SOUTHBROOK
CHURCH

Child Protection Policy Handbook

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SECTION 1: INTRODUCTION

Mission

“We exist to come alongside families to raise up and launch the next generation of disciple makers.”

Philosophy

To equip parents to be the primary spiritual leader in their child’s life and to empower our disciple makers (volunteers) to do the work of the ministry.

Values

Gospel-Centered

We believe the gospel transforms lives, and we know the impact His story will make on the lives of children. We want children to hear the good news and experience the gospel; thus, everything we do and we teach, will always point back to the story of redemption through Jesus.

Safety-Minded

Safe environments for our families are a priority. We are committed to creating environments where children are protected physically, emotionally, and spiritually.

People-Focused

Relationships are an essential part of one’s spiritual growth and health. We will strive to equip families to cultivate healthy relationships and to build stronger child-to-child relationships, parent-to-parent relationships, parent-to-child relationships, and volunteer-to-child relationships.

Staff & Ministries

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Definitions

Staff Member: Family Ministry Pastor, Student Ministry Pastor, Kids' Director, Preschool Director, Kids' Assistant

Minors: Any person under the age of 18 years old on the premises of Southbrook Church or participating in a Southbrook sponsored activity away from campus.

Children: Birth – 6th grade

Students: 6th grade – 12th grade. 18-year-old students currently enrolled and attending high school are permitted to attend and participate fully in Student Ministry.

Worker: Any paid childcare worker involved in weekday preschool or childcare for church events.

Volunteer: Any person, non-paid, who is involved in weekday preschool, Sunday morning, Wednesday/Sunday night, overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors. 6th graders and older may participate as a volunteer.

Weekday Preschool Staff: Any staff members that work at Southbrook Preschool.

Strategic Leadership Team: Leadership team made up of Lead Pastor in addition to department leaders (Ministry & Operations)

General Purpose Statement

Southbrook Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Southbrook Church from incidents of misconduct or inappropriate behavior while also protecting our staff, workers, and volunteers from false accusations.

Southbrook Church takes seriously the obligations to its children and requires volunteers/workers/weekday preschool staff to abide by the following guidelines. We believe each volunteer/worker/weekday preschool staff are leaders, and all are held in high standards.

SECTION 2: Parents and Visitors

Parent Responsibilities Generally

In order for Family Ministry to provide the utmost care and safety for children/students, we ask the parents/guardians to partner with us. We ask that all parents who use our

services read and familiarize themselves with all of our Child Protection Policy Handbook to provide sufficient understanding of our policies and procedures to protect children/students.

In addition, here is a list of parental responsibilities to help assist us to uphold our policies and procedures:

- On Sundays, parents must remain on church property to utilize Kids' Ministry during service hours.
- Parents must ensure that they do not leave minors alone in an unsupervised area while on Southbrook campus or during a Southbrook Church sponsored off-site activity/event.
- Parents must comply with check-in and checkout procedures for kids/student activities. They must also ensure that Southbrook Church is made aware of any changes in their marital or living arrangement status, protection orders, or court ordered documents regarding child custody.
- Parents must not bring their sick children to sponsored activities, child ministry, or day care.
- Parents must ensure that required medication is given to children before they are checked in to sponsored activities, ministry, or childcare. Medication is generally not allowed to be brought onto the premises with children, though exceptions will be made for situations that present potential for emergency.
- We ask that parents take their children to the restroom prior to dropping children off in their perspective classrooms.
- Parents are to provide or arrange transportation to and from Southbrook Church sponsored events/activities.
- Parents will report to proper staff member of anything that parents see/hear that compromises a minor's safety.
- Parents must not allow their child to bring food into Southbrook Kids due to various food allergies. There is an exception in the case of babies and toddlers who are permitted to have a bottle of milk, water, or juice.
- Parents will notify staff member of any medical or allergy conditions and child should be checked in with the computer with the red tag or white tag with a red dot placed on the tag to indicate allergy/medication condition. Parents should fill

out the Healthcare Plan form completely in order for this information to be passed on to the volunteers/workers/weekday preschool staff.

- For children birth – 6th grade: Any prescription medications should be dropped off by the parent and given to the minor's group leader (volunteer) for proper storage. Parents must retrieve the medication upon pick-up (for Sundays). All prescription medications need to be in the original packaging with child's name and dosage. Refer to *Medications Policy* section for specific regulations and policies regarding medications.
- Parents will refrain from allowing children to bring in toys to avoid lost toys and distractions.
- Parents will label child's belongings with their name prior to drop-off, including the diaper bag, bottles, and sippy cups to ensure the proper child has their own items for use.
- Should a parent want to observe a class/group, the parent will need to get permission from the proper staff member to do so and will be required to wear a badge at all times.
- In the event of a fire or severe weather, we will not release any minors in our care until the "all clear" has been given. Parents should refrain from picking up during this critical time so that we can properly carry out the procedures to keep minors safe.

From time to time, we will have off-site camps and activities, it is the parent's responsibility to familiarize themselves with the nature of the activity and knowledgeably sign the ***Southbrook Minor Participation Authorization and Consent to Emergency Medical Treatment Form*** and any paperwork necessary prior to attending these offsite camps and activities.

Check-In Procedures

Kids Ministry:

- In order to attend Sunday classes, children (infants - 6th grade) can be checked-in at one of the computer kiosks located throughout Southbrook Church. Prior to checking their children into childcare parents must obtain a security tag and name tag from one of the designated computers located in the childcare area. Parents should make sure that they obtain a security tag and nametag for each child the parent intends to place in childcare. The parent should note the security

number found on the tag, as this is the child's specific identifier. If a parent has difficulty obtaining either a security or nametag, they should consult a volunteer or staff member. The Realm check-in system will assign the child to the correct class based on their birth date and print the appropriate security label/nametag.

- Children with Allergies/Medical Conditions: Children with allergies should be checked in and be wearing a red tag to identify this allergy or medication condition. See Medications policy below for more detail.
- Parents must present both the security tag and nametag to the designated childcare provider to check their child into childcare. The nametag should then be placed on the child so that it is clearly visible and not on an outer garment that may be removed. The parent must retain the security tag at all times and must present the security tag to check their child out of childcare.

Should a parent be paged during a worship service, the security number found on the security tag will appear on the big screen in the main auditorium. It is the parent's responsibility to respond to that page and report to the proper Kids' area immediately.

New Guests: Guests to Southbrook Church will be checked-in by volunteers at one of the Kids' New Guest check-ins. These children and parents will receive handwritten orange nametags and parent security labels as needed from the New Guest Hosts. New guests will wear an orange nametag to indicate they are new.

Student Ministry:

Students must check in using the Realm check-in system upon arrival.

Weekday Preschool:

Upon arrival, weekday preschool staff must sign children in on their class roster.

Drop-Off & Pick-Up

Kids Ministry:

Drop-off will begin once classes/groups are staffed with at least 2 adults. No minor will be dropped off without 2 adults present.

The doors to the Kids' and Early Childhood areas on Sundays will close 10 minutes after each service has begun. The main doors will be locked on the outside, and the doorbell will need to be rung for entry into the building. A Security volunteer or Kids' volunteer will open the office door for entry once the main doors close. Children must be dropped off in the class they have been assigned to and have their security nametag upon entering.

In order for children to be picked up, the person picking up must present their security

label to the volunteer conducting the checkout process. The security numbers on each tag must match. Volunteers will not release kids to minors (under 18 years of age).

In the event of a lost security tag, parents must show picture identification to the Service Leader/Kids' Director. The Service Leader/Kids' Director will check the Service Leader binder for any parental notification documentation. If there is documentation where a parent is not allowed to pick up the child, we will not release the child to this person. The Service Leader/Kids' Director will then call the parent assigned in the Realm database to make aware of the situation. If necessary, call Security Team for back up. If there is no documentation, the Service Leader/Kids' Director will sign the child back into the computer system to reprint another security tag for the parent.

If children/students are left behind or parents are late for pick up, always be sure there are 2 adults present. Notify the staff member or Service Leader of the late pick-up so that they can make the determination of combining this child/student with other children/students are who are still left behind and so they can also make contact with the parents.

Student Nights:

On Student nights, students can be dropped off no earlier than 15 minutes prior to the start of the event. Unless the student is scheduled to be there serving on the worship/production team for that specific night. Volunteers are in a pre-service meeting until 15 minutes prior to the start of the event; therefore, adult supervision will not be available.

Upon leaving, students should be picked up no later than 15 minutes after the event is over or leave in the car, they drove in 15 minutes after the event is over. The volunteers will need to stay until all students have gone home for the evening.

Weekday Preschool:

Children can be dropped off and picked up in the classroom. Parents have the opportunity to use the carpool lane beginning the second week of preschool for drop-off and pick-up. Carpool drop-off starts at 8:50 a.m. and ends at 9:05 a.m. Carpool pick up starts at 12:45 p.m. and ends at 1:05 p.m. The main doors will be locked at 9:05 a.m. If participating in carpool, all children need to have an age-appropriate car seat in the vehicle. If an age-appropriate car seat is not in the vehicle, we cannot allow parents to participate in carpool.

If arriving after 9:05 a.m., please come around to the office doors and ring the doorbell for entry.

See Southbrook Preschool Parent Handbook and Southbrook Preschool Staff Handbook for further detailed policies and procedures regarding drop-off and pick-up.

Custody

Parents must ensure that Southbrook Church is made aware of any changes in their marital or living arrangement status, protection orders, or court ordered documents regarding child custody. The Student Pastor/Kids' Director/Preschool Director will then document, keep on file, and notify the Strategic Leadership Team and the proper volunteers/workers/weekday preschool staff for instructions based on the information received. If there is a protection order, the Security team will be notified by a staff member. Any documentation to be shared with volunteers/workers/weekday preschool staff will be stored in the Service Leader binder and the volunteer/worker/weekday preschool staff binder.

Sick Children

It is our desire to provide a healthy and safe environment for all of the children at Southbrook Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. We cannot accept children who exhibit any of the following within the 48-hour period prior to service:

- Fever, diarrhea, nausea, scarlet fever, or vomiting within the last 48 hours;
- Discoloration or discharge of the nose and eyes;
- Croup, thrush, pink eye, chicken pox, unexplained rash;
- Lice (A staff member will need to check the child for head lice before returning into the classroom. If a nit or lice is still present, the child will not be able to enter the classroom)
- Measles, strep throat, poison ivy;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children, and the parent or guardian will be contacted to request that the child be picked up immediately.

Medications Policy

It is the policy of Southbrook Church not to administer either prescription or non-prescription medications to the minors under our care. We do not allow minors to come with medication unless it's for emergencies and life-threatening conditions. Medications such as an EpiPen or AUVI-Q are acceptable. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children in Southbrook Kids with potentially life-threatening conditions (such as asthma or severe allergic reactions) and for Southbrook Students who self-carry for potential life-threatening conditions. Parents of such minors should address their situation with the Student Pastor, Kids' Director, or Preschool Director to develop a plan of action.

In the event where a prescription medication administration is granted, please follow the following protocol:

- Parents should ensure that child is wearing a red nametag or a white tag with a red dot to indicate an allergy. The tag should say "EpiPen or AUVI-Q" if the child has been given an EpiPen/AUVI-Q, and we have the proper paperwork to administer the EpiPen/AUVI-Q.
- It is the parent's responsibility to give the volunteer/worker the medication. Children and minors may not be allowed to possess medication.
- It is the parent's responsibility to ensure that the medication is handed back to the parent by the volunteer or worker when the child is picked up.

Social Media Policy

Southbrook Church does not allow workers or volunteers to communicate with minors privately unless you as a parent have given your consent. Please talk to your children and educate them about the proper use of social media and the potential dangers.

SECTION 3: SELECTION AND TRAINING OF VOLUNTEERS, WORKERS, & STAFF

Generally

- Persons who have been convicted of or pled guilty physical and/or sexual harassment, abuse, or neglect of minors, or against whom such charges are pending, will not be allowed to work/volunteer with minors.
- Persons who have been convicted of or pled guilty to other serious crimes against persons (rape, assault, etc.), or against whom such charges are pending, will not be allowed to work/volunteer with minors.
- Failure to complete information on the application or providing false or withholding information may result in the person's termination.
- Any other organization that is allowed to use the church facilities and that provides workers for children's and student events must operate under adequate hiring and screening procedures as does Southbrook Church. Such procedures must be submitted to and approved by administration before event is approved.

- Southbrook Church, its ministry leaders, pastors, or administrators reserve the right to restrict any worker/volunteers from working with departments or groups within the church or Southbrook Preschool.

Screening of Volunteers

All persons who desire to volunteer with the minors participating in our programs and activities will be screened. This screening includes the following:

a) Six Month Rule

- No person will be considered for any volunteer or leadership position involving supervision with minors until she/he has attended Southbrook Church for a minimum of six (6) months.

b) Handbooks

- Child Protection Policy Handbook agreement and acknowledgement form – found on Southbrook Church’s website when filling out application to serve.
- Kids’ or Student Volunteer Handbook agreement and acknowledgement form – found on Southbrook Church’s website on the Family Ministry Volunteer page.

c) Application

- All persons seeking to work with minors must complete and sign an electronic volunteer application form to be found on the Southbrook Church website. The application will request basic information from the applicant and will inquire into previous experience with minors, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file electronically at the church.

d) Criminal Background Check

- A national criminal background check is required for all volunteers every 2 years. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with minors.
- A disqualifying offense that will keep an individual from working with minors will be determined by the Strategic Leadership Team on a case-by-case basis in light of all the surrounding circumstances.
- Generally, convictions for an offense involving minors and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with minors. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

- The background check authorization form and results will be maintained in confidence on file at the church.

e) **Reference Checks**

- Before an applicant is permitted to work with minors, at least two of the applicants' references will be checked. Applicants may not use family references. Applicants may use personal references, though institutional references, especially where the applicant has worked with minors in the past, are preferred. Southbrook Church reserves the right to make a determination about whether a reference qualifies as adequate. Documentation of the reference checks will be maintained in confidence electronically on file at the church.

f) **Personal Interview**

- Upon completion of the application, a face-to-face and/or phone interview may be scheduled with the applicant to discuss his/her suitability for the position.

g) **Searches Conducted**

- The following internet searches may be conducted: sex offender databases, online search engines, and social media sites.

h) **Training Volunteers**

- Once the selection process has been completed, volunteers will then go through the onboarding process of setting up a date to shadow their perspective area of ministry, proper training, and then be placed on the schedule. Volunteer training will be conducted annually for new and existing/returning volunteers.

Screening of Workers & Weekday Preschool Staff

All persons who desire to work with the minors participating in our programs and activities will be screened. This screening includes the following:

a) **Paperwork**

- All required federal and state forms to be completed
- Staff handbook(s) acknowledgement form
- Copy of social security and driver's license
- TB test is required for weekday preschool staff conducted upon hire
- CPR Certified (copy of up-to-date certificate) conducted every two years – Cost split by employee/employer
- First Aid Trained (copy of up-to-date certificate) conducted every two years – Cost split by employee/employer

b) **Written Application**

All persons seeking to work with minors must complete and sign an electronic employment application form to be supplied by Southbrook Church. The

application will request basic information from the applicant and will inquire into previous experience with minors, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the church.

c) Criminal Background Check

- A national criminal background check is required for all workers every 2 years. Before a background check is run, prospective workers will be asked to sign authorization form allowing the church/meeting to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with minors.
- A disqualifying offense that will keep an individual from working with minors will be determined by the Strategic Leadership Team on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving minors and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with minors. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.
- The background check authorization form and results will be maintained in confidence on file at the church.

d) Reference Checks

- Before an applicant is permitted to work with minors, at least two of the applicants' references will be checked. Applicants may not use family references. Applicants may use personal references, though institutional references, especially where the applicant has worked with minors in the past, are preferred. Southbrook Church reserves the right to make a determination about the fitness of references. Documentation of the reference checks will be maintained in confidence on file at the church.

e) Personal Interview

- Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

f) Searches Conducted

- The following internet searches will be conducted: sex offender databases, online search engines, and social media sites.

g) Training Weekday Preschool Staff & Workers

- Once the selection process has been completed, workers will then go through the proper training prior to working. Staff training will be conducted annually for new and existing/returning weekday preschool staff and workers.

Continuing Duty to Self-Report

Once approved by the church to supervise and disciple minors, the staff member/volunteer/worker/weekday preschool staff must notify the respective department leader or administrator if his/her status changes with regards to criminal activity. This includes being accused, even though not convicted.

The staff member/volunteer/worker/weekday preschool staff will be removed from any leadership/volunteer responsibility until completely cleared by local, state and/or federal authorities.

SECTION 4: SUPERVISION PROCEDURES

Churches can use reasonable care in selecting volunteers, workers, and weekday preschool staff but still be liable for injuries sustained during church activities/programs/events on the basis of negligent supervision. Negligent supervision refers to a failure to exercise reasonable care during church activities. To ensure that we meet the adequate standard of care volunteers/workers/weekday preschool staff should read and be familiar with all of the rules found below.

Building Entry

Upon entering the Kids' and Student buildings, the proper identification must be presented.

I.D. Security Badges

All volunteers/workers/weekday preschool are required to wear I.D. security badges when serving. After you enter the building please immediately obtain your security badge and wear it visibly.

Check in and Check Out Procedures for Kids' Ministry

Staff/Volunteers/Workers must be alert and pay attention to check-in and checkout procedures. Observe the following rules:

- Ensure that each child has a nametag visibly and clearly affixed to their person before taking them into your care.
- Upon drop-off, volunteers must sign children in on the rosters provided: first and last name, security number, and whether or not they have an EpiPen/AUVI-Q.
- Ensure that the child is in the correct group/class upon drop-off. If child is not in the proper group/class according to his/her nametag, notify parent of this and

have the parent bring the child to the proper group/class.

Due to the nature of child custody laws, volunteers/workers/weekday preschool staff must act diligently in making sure the correct people are picking up their minors. Please be aware that only parents with custody of their minor may pick up the minor. If there is a change in the parents' marital or living arrangement status, any protection orders, or court ordered documents regarding child custody that the parent shared with Southbrook Church and its staff members, volunteers/workers/weekday preschool staff will be notified. Any received documentation from the parent will be stored in the Service Leader binder and the volunteer/worker/weekday preschool staff binder for reference. If there are any questions regarding this procedure, please notify the Student Pastor, Kids' Director, or Preschool Director for clarification.

Visitors

Anyone who is not cleared or has not gone through the proper screening procedure is allowed to observe only if authorization is given by the staff member. If a visitor such as a parent, grandparent, family member, friend of the family would like to observe a class/group, or from a visiting church, this person should never be left alone with children or be asked to perform any tasks as they have not been properly trained or properly screened. This person must wear a visitor badge at all times.

Strangers in Kids' Buildings/Student Building

Only parents, Family Ministry volunteers/workers/weekday preschool staff, church staff, and children/students are allowed in the Kids' building and Student building. All other adults (including any other church members) should be asked for identification and immediately escorted out of these areas. The only exception is within the Student Building on Sunday mornings when the area is used for volunteer refreshments/green room. If there are any questions or concerns associated with a stranger in the area, a staff member or security team member should be notified immediately to question the stranger. Volunteers are encouraged to report any suspicious persons or persons not wearing an identification badge to a staff member.

Sensitive Information

Students/children will inevitably share private and sensitive information with you. Please know that your first responsibility is to their well-being and not to their trust. Any information that can fall under the category of violation of law, potential physical danger to themselves or others, or being harmed themselves, should be shared with the Student Pastor/Kids' Director/Preschool Director immediately. Whenever in doubt, share with Student Pastor/Kids' Director/Preschool Director, regardless. The proper

“Reporting Procedures” will then take place.

Confidentiality

All volunteers/workers/weekday preschool staff are expected to be professional and maintain the highest level of confidentiality at all times, whether dealing with actual records, documents, conversations, or situations, and abide by the obligations of confidentiality agreements. Situations in violation of this policy will result in a release of duties.

Parent Call

In the event where a parent call needs to occur, the volunteer should notify the Service Leader or staff member. The Service Leader/staff member will then call it into the main building.

The person who is delivering the parent call must provide the following information:

- Child’s Name
- Child’s security number
- Reason for the parent call
- Location of child (Early Childhood or Kids building)

The child’s security tag number will appear on the large screen in the worship center.

Adult to Minor Ratio Rules

It is always best practice to have a minimum of 2 adults present during any church-sponsored activity to reduce the risk of abuse and the risk of false accusations.

No adult should ever be left alone with a minor. Always be sure to be in a group of 3 or more, ie: Minimum of 2 adults + 1 minor or minimum of 2 minors +1 adult.

Kids’ Ministry

For children, birth – 3rd grade, there should be 2 adults per group if using the small group classrooms and in order for Kids’ Ministry to open up that classroom to accept children. If it is necessary to leave a group of children for a prolonged period of time (ex: volunteer has to leave early), a staff member or Service Leader must be notified so that there will be 2 adults in these specific classrooms. For 4th- 6th graders, there may be only 1 adult volunteer in attendance during the small group session; in these

instances, the doors to the room should remain open, and there should be no fewer than 3 in the group.

Adult to Child Ratios:

See Kids Ministry Volunteer Handbook for specifics.

Student Ministry

For middle school and high school, there may be only 1 adult volunteer in attendance during the small group session; in these instances, the doors to the room should remain open, and there should be no fewer than 3 in the group.

Adult to Student Ratios:

See Student Ministry Volunteer Handbook for specifics.

Weekday Preschool

Weekday preschool must follow NC state childcare guidelines for child to adult ratio. There may be only 1 adult worker in attendance during the class session; in these instances, the doors to the room should remain unlocked, and there should be no fewer than 3 in the group. During 1-1 tutoring time, it is important that this be conducted in a public area and in the vicinity of security cameras. An additional person such as the Preschool Director, Assistant, or floaters should be present.

Adult to Child Ratios:

Twos room: 2 adults per 12 two-year-olds

Threes room: 1 adult per 10 three-year-olds

Fours room: 1 adult per 10 four-year-olds

TK room: 2 adults per 16 five-year-olds

1-1 Relational Ministry: Mentoring/Discipleship & Counseling

Relational ministry (Mentoring/Discipleship & Counseling) is an important part of one's spiritual growth, thus at times, there will be 1-1 time spent with a minor. The following rules are to protect both the minor and staff member/volunteer during time spent 1-1.

Staff members and volunteers are encouraged to use the church as a meeting place when possible, during normal church business hours.

If it is not possible to meet at church and during business hours, a public meeting place is acceptable.

Volunteers are to mentor exclusively with the same gender if meeting 1-1. A group setting is acceptable with mixed genders.

It is understood that at times, 1-1 relational ministry will occur due to confidentiality purposes and experiential learning purposes. In the event that this occurs, please follow the proper protocol:

- Obtain a signed *Southbrook Minor Participation Authorization & Consent Form* from the minor's parent/guardian prior to the beginning of any mentoring or any counseling.
- Obtain a signed *Relational Ministry Parent/Minor Form* from the minor's parent/guardian prior to the beginning of any mentoring or any counseling. This form must be signed by the minor and parent.
- In the event where the parent is not involved in the minor's spiritual life and these forms cannot be obtained, notify your specific ministry staff member to inform of this particular meeting. These meetings should take place in a public area or at the church during normal church business hours.
- Staff member to file the *Relational Ministry Parent/Minor Form* electronically – if need be, obtain these forms from the volunteer.
- Notify minor of policies and procedures of the 1-1 relational ministry by using the *Relational Ministry Parent/Minor Form*.
- All counseling sessions are to be held in a space with a security camera. The door can remain closed due to the security camera and visibility of the window in the door. This door must remain unlocked.
- Staff members/volunteers to document the meeting information on the *Relational Ministry Log* to include the specific ministry staff member's approval or the staff member's teammate's approval. In addition to, staff members/volunteers must notify parents of the 1-1 meeting.
- Staff members/volunteers are to fill out the *Relational Ministry Log* completely, immediately after meeting with the minor.

Conduct

We strive to live our lives above reproach. We never want to find ourselves in a questionable position. These rules shall apply for everyone in all Southbrook Church sponsored events/activities. For this reason, we have established several rules of thumb by which all volunteers/workers/weekday preschool staff are required to abide by:

1. Never discipline a minor physically.
2. Never speak harshly or yell at a child and always stay in control of your emotions.

3. If discipline of a minor is required you should gently pull the child aside to avoid embarrassment, get on eye level with the child, and speak in a calm, firm voice explaining why their behavior is a problem. If misbehavior cannot be restrained you should contact a Service Leader or a staff member.
4. Always encourage “side hugs” as opposed to full frontal hugs with a minor.
5. Never allow yourself to be alone with a minor.
6. Never enter a restroom alone with a minor.
7. Only adult females are permitted to change diapers.
8. Never allow school-age children (kindergarten and older) to sit on your lap. Please use your best judgment if you are serving in the younger classrooms, and be aware of your hand placement.
9. Never engage in a conversation or use language that would be considered questionable or inappropriate. This includes profanity, gossip, harmful, hateful, and demeaning speech.
10. Do not show utilize media that isn't clearly Biblically based without obtaining prior approval from the Student Pastor/Kids' Director/Preschool Director.
11. Avoid negativity, gossip, and the spreading of rumors as it only leads to division. Strive to be uplifting, supportive, and encouraging of the ministry of Southbrook Church.
12. As a volunteer/worker/weekday preschool staff, you will uphold the Biblical perspective, as adopted in the “Beliefs” on major and minor doctrine in both your 'on-line' and 'off-line' relationships. It is your responsibility to coordinate with the Student Pastor/Kids' Director/Preschool Director should you have any questions with respect to Southbrook Church beliefs - available at southbrookchurch.com.
13. Never publicly criticize decisions made by Southbrook Church's Family Ministry or Southbrook Church. Please see the Student Pastor/Kids' Director/Preschool Director first to voice your concerns privately.
14. Always keep your reputation as a Christian in the forefront of your mind. Remember that we represent Jesus.

Harassment

No harassment of any kind toward minors and adults will be tolerated by Southbrook Church. Because children are minors, they are not capable of consent. Therefore, what might be labeled sexual harassment if directed toward an adult by another adult, is sexual assault/abuse when it is directed toward a minor by an adult.

Southbrook Church strongly supports the policy that allows all

volunteers/workers/weekday preschool staff to work in an environment free from unwelcome attention by fellow volunteers or staff members. This policy includes not only sexual harassment, but also harassment relating to individual race, color, national origin, age, sexual orientation, or physical or mental handicap/ disability. If you feel that you are being, or have been harassed, please notify the Compliance Officer of the Elder Board immediately.

Use of Intoxicants

Staff members, volunteers, workers, and weekday preschool staff are prohibited from the use, possession, or being under the influence of alcohol, tobacco, or any illegal drugs while working with or supervising minors at Southbrook Church.

Use of Medication by a Child or Minor

Our general policy is to disallow students, minors, and children from possessing medication or being dropped off with medication. If a parent asks you to administer medication to a child, please explain to them that you are not allowed to do this and that medication may not be allowed in the student or minor's possession while on the premises. If you observe medication of any kind in the possession of a student or minor you must remove it from their possession and put it in a safe place until the child is picked up, at which point it should be given to the parents with instructions that medication is not allowed in the possession of minors.

If there is a potential emergency need for medication or for some prescription medicine parents must first obtain permission from their specific ministry staff member. The staff member may then grant permission for a staff or volunteer worker to accept the medication to administer to the child if needed. The following protocol should be followed whenever any emergency or prescription medication is accepted on behalf of a child:

- Child should be wearing a red nametag or a white tag with a red dot to indicate an allergy. The tag should say "EpiPen or AUVI-Q" if the child has been given an EpiPen/AUVI-Q, and we have the proper paperwork to administer the EpiPen/AUVI-Q.
- It is the parent's responsibility to give the volunteer/worker the medication.
- If a child's name is not already visible on the medication or package, the volunteer must write the child's name on a label and affix it to the medication.
- The volunteer will place the medication in a safe place.
- In the case of EpiPen/AUVI-Q medication it should be placed in a red drawstring bag and hung on the wall, in the classroom, above the First Aid Kit away from children's reach. (The red drawstring bag will be located in the classroom plastic tub and returned after every Sunday in this tub.) When leaving the room, the volunteer must carry the red drawstring bag wherever they go. Volunteers must

leave the red drawstring bag on themselves to ensure safety while outside of the classroom. Upon returning to the classroom, hang the red drawstring bag back on the wall, above the First Aid Kit.

- Upon parent pick-up, give all medication to the parents. If applicable place red drawstring bag back in the plastic tub for use the following week.

Visibility & Security Cameras

It is important that all interaction between children and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer disappear behind a closed door with no visibility to outsiders.

Most, if not all, areas where children and volunteers are present on the Southbrook Church campus are equipped with video surveillance equipment. As a volunteer/worker/weekday preschool staff you acknowledge that you are being recorded for safety and security purposes. This is done for the protection of both minors and volunteers/workers/weekday preschool staff.

Rosters

Rosters should be filled out upon arrivals every time minors are in our care.

Rosters should be taken with the group wherever you go (large group, small group, in the event of an emergency).

Illness Outbreak

In a pandemic or epidemic situation, we will first follow public health advice.

For information on current outbreaks or material from previous ones, visit the Centers for Disease Control and Prevention Recent Outbreaks and Incidents page.

Hand Washing

Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick, spreading germs to others, and avoid cross contamination with possible food allergies. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands. Hands should be washed as necessary and at the following times if applicable: upon arrival and dismissal, after toileting, after assisting children in toileting, after diapering, after the playground, before eating, and before serving food/drinks.

How to Wash Your Hands:

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air-dry them.

Usage of Phones

It is important that when we have minors in our care, we give them our utmost attention. Please refrain from using the phone or other technology devices that could be of a distraction.

Personal Belongings

Please place all personal belongings, such as purses, to be out of reach of children. There may be some items contained that could potentially harm children.

Use of Social Media and Photography or Video

We love social media when used properly. We want to show parents and church members how and what our students/children are up to. It is also our duty to protect minors and volunteers. These guidelines set forth will help us fulfill our responsibilities when it comes to social media. However, being a community-based church, any local/regional/global/outreach events could be subject to the possibility of public exposure, i.e.: social media, website, photography, etc.

- Staff members are the only ones permitted to post on Southbrook Church’s social media accounts. Volunteers are not permitted to shoot photos or videos of minors under their care.
- Parents must grant permission before a picture, video or any other type of media is posted on the internet or on social media. The parents must sign a *Media Release Form* to give permission.
- Staff/Workers/Volunteers must get parental permission (see [Minor Participation Authorization & Consent to Emergency](#)) before privately communicating with a minor via any social media platform. We encourage you to use the database software to communicate with minors. If a minor privately communicates an abusive situation to you then please contact local DSS (See below Section 5 Child Abuse for more information.)
- Keep copies of any communications sent to minors on file, whether it be

Facebook messages or wall conversations, or text messages, including conversations had between a church staff member and a minor, whenever possible.

- What to post: It is encouraged to post pictures of positive and encouraging events.
- Do not post concerns, injuries, sensitive information, or negativity.

Classroom Doors

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Playground

There should always be 2 adults out on the playground. Children should not go outside to play if it is under 40 degrees.

While children are in our care, we need to be sure that they are being supervised at all times. Many accidents occur on the playground. Volunteers/workers/weekday preschool staff must supervise children by placing themselves strategically around the playground area. Children can escape or get injured if not properly supervised.

On-Site Church Restroom Guideline

We strongly urge parents to take their children to the restroom prior to dropping off.

- Males (birth gender) are to use the male bathroom and females (birth gender) are to use the female bathroom.
- Student volunteers are not permitted to escort children to the restroom.

In the event where a child (up to 3rd grade) needs to use the restroom, it is important to know the following:

- Never be alone with a child. Obtain a second adult (Service Leader, Welcome Team member, New Guest Host, Staff Member) to escort children to the bathroom. One of the two adults should be a female adult.
- Never be alone in the restroom with a child.
- Remain outside the restroom.
- If at any time, the child needs assistance in the restroom, there should always be two adults to enter into the restroom with the stall door propped open.
- When the child is done using the restroom, both adults are to escort the child back to their group.

4th graders and above are more than capable of using the restroom on their own.

However, on Sunday mornings, a security team member will be stationed by the entrance/exit doors as a precaution. Volunteers should always be mindful of a child's/student's whereabouts.

Volunteer/Worker/Weekday Preschool Staff Restroom Usage

Early Childhood: Please use the individual private restroom located near the copy room.

Kids' Building: Please use the individual private restroom located between Rooms 7 and 8. Refrain from using the girls'/boys' restrooms.

Student Building/Main Building: Please check the women's/men's restrooms prior to entering to be sure no children/students are currently using the restroom. If occupied, wait outside until it is clear for usage.

Diaper Changing

Due to safety reasons, male volunteers or student volunteers are not allowed to change diapers. Only adult females are allowed to change diapers.

Never turn away from a child on the changing table not even if a child is strapped onto the table.

Please follow the guidelines for proper diaper changing:

- a. Gather supplies: gloves, clean diapers, wipes, bags, etc.
- b. Sanitize hands and put clean gloves on for each child.
- c. Talk with the child about what you are doing.
- d. Place child on surface using a disposable changing pad.
- e. Open wet or soiled diapers.
- f. Use a wipe to clean the diapered area, wiping from front to back.
Place used wipes in the dirty diaper. Fold up dirty diaper and place in disposable plastic bag. Tie bag and place in diaper trashcan. For cloth diapers: dispose of wipes in disposable plastic bag and place in trash; put soiled cloth diaper in plastic bag or bag provided by parent, tie off and place in child's diaper bag.
- g. Put clean diaper on child and remove child from changing table.
- h. Clean the changing table thoroughly with Clorox cleaning wipes and dry with paper towel before next diaper change.
- i. Remove gloves and place in wastebasket.
- j. Sanitize hands.
- k. Document on roster the time of the diaper change.

Small Groups

In the event when small groups break up to meet and are separated via gender, all Southbrook Kids' Ministry & Southbrook Student Ministry participants (minors and adults) will be recognized, addressed and required to participate corresponding with their birth gender.

Student Volunteers

We recognize that there may be times when it is necessary or desirable for students who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to student volunteers:

- Must be at least in 3rd grade to serve alongside a parent/guardian. Exception to the rule: Dancer volunteers for K-3 are able to serve without their parent/guardian.
- Must be at least in the 6th grade to serve without a parent/guardian.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Dancer volunteers for the K-6th area are not allowed to be unsupervised. Thus, after dancing, dancers must either:

- Attend service (main service or grade-appropriate service)
- Serve in an area of ministry (need to be on the schedule)
- Leave with a parent

Food

We do not serve food in Southbrook Kids classes due to many and various food allergies; it is safer to not have food in the classroom.

Babies and toddlers are permitted to have baby bottles of milk, juice, and/or water in their classrooms. Please do not allow them to share.

Discipline

It is the policy of Southbrook Church not to administer corporal punishment, even if parents have suggested or given permission for it. Do not spank, grab, hit, or otherwise physically discipline a minor. Using physical restraint to prevent a minor from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement are always preferred.

Volunteers/Workers/Weekday Preschool Staff should consult with the Student Pastor, Kids' Director, or Preschool Director if assistance is needed with disciplinary issues.

If a minor misbehaves severely by hitting, kicking, scratching, or spitting on either children or volunteers/workers/weekday preschool staff:

1. The minor will be removed from the classroom/group and spend a time-away with the Student Pastor/Kids Director/Preschool Director. Keeping in mind never being alone with a minor.
2. Parents will be notified of this incident upon pick up.
3. After the second severe incident, parents will be notified to come and pick up their minor immediately.
4. Depending on the seriousness of the offense, the Kids' Director/Preschool Director reserves the right to request the child be permanently removed from care at Southbrook Church.

Follow these discipline values:

- Consistency: Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.
- Response: Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.
- Resolution: Seek to both resolve the conflict and reconcile relationships.
- Reward: Acknowledge and reward positive behavior. Encourage children who are behaving well and following the rules.
- Prayer: Pray for your kids and your patience. Ask the Lord to guide you throughout the class.

Kids' Ministry & Southbrook Preschool Discipline Steps & Procedures:

Children are to be disciplined using time-aways and other non-physical methods of behavior management. In employing this procedure, volunteers/workers/weekday preschool staff should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some gentle physical redirection may be necessary (for example, removing a toy from the hands of a child who is hitting another).
2. If the behavior does not cease, gently remove or direct the child away from the group to a corner of the room, facing the classroom (not the wall), where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-away, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop screaming at Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as

- being removed from the group will likely upset the child. Do not physically hold the child in time-away.
4. Follow the rule of thumb that a time-away is ineffective if it lasts longer than one minute for every year of the child's life (3 years old = 3 minutes).
 5. Monitor the child through the entire time-away without giving your undivided attention. For longer time-aways give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly - just 2 more minutes.")
 6. Praise the child once he or she has completed the time-away and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-away. Follow this with praise. If the behavior continues, volunteers should contact a coordinator or staff member for assistance. The coordinator or staff member will determine what further action should be taken.
 7. If the verbal and physical harm continues for a total of 3 times in one day, volunteers/workers should contact the Kids' Director/Weekday Preschool Director. The staff member will page the parents for an immediate pick up. Should this behavior occur 3 more times, a meeting with parents and staff member will be conducted to determine what further action should be taken. The plan of action will be determined on a case-to-case basis depending on the severity of the behavior. ie: Parent will need to stay with child in classroom, no participation in Kids' Ministry for "x" amount of Sundays, etc.
 8. (This step only applies to Southbrook Preschool) Children displaying chronic misbehavior will require an intervention plan to remain at Southbrook Preschool. This plan will be developed during a meeting involving parents, the Preschool Director, and the Weekday Preschool Staff member. Timelines for behavior improvement will be agreed upon and criteria will be set for continued enrollment in the preschool.
 9. Document any actions taken – See "General Reporting Procedures".

Biting

Biting is a dangerous occurrence in the early childhood classroom. For the health and safety of the children in our care the following policy will be in effect for all children two years and older. Children any younger than this do not have the words to express frustration or pain to their teachers or their friends and so will be disciplined according to age and situation when biting.

If the child has bitten three times in a single day, the Kids' Director/Preschool Director will contact the parent to ask that the child be removed from the classroom for the remainder of the time. The child may return to the classroom the next week.

If the child bites a total of six times during a two week time span, the Kids' Director/Preschool Director will ask the parent to temporarily remove the child from our care for at least one week; not to exceed two weeks. This will be at the discretion of the Kids' Director/Preschool Director.

If the child has been temporarily removed from care three times, the Kids' Director/Preschool Director will request a meeting with the parent(s), where an evaluation of the child's biting issues will be discussed. Upon conclusion of the meeting, the Kids' Director/Preschool Director reserves the right to request the child be permanently removed from care at Southbrook Church.

Steps for Dealing with a Biting Incident:

1. Comfort and treat the injured child. Wash the bite mark with warm water. Look for broken skin. If the skin is broken, page the child's parents, and let them decide if they need to consult their family doctor. If there's a red mark and the child will tolerate it, hold a small cold compress on the spot while reading a book to or rocking the child. Don't overreact. As soon as the child is comforted, give him/her a hug and encourage him/her to get a toy and play.
2. Talk to the biter. Have another volunteer/worker/weekday preschool staff take the biter aside, get at eye-level, and talk quietly. Set the biter in a child-sized "time away" chair or other acceptable "isolation spot" for a very short time.
3. Write two incident reports. One is for the parents of the injured child, and it details what was done to treat and comfort the child. It doesn't name the biter. The other one is for the parents of the biter, and it states the circumstances of the biting incident and what was done as discipline. It does name the child who was bitten. This allows that parent to approach the injured child's parent. Give a copy of the incident report to the Kids' Director/Preschool Director, so she'll know who was involved.
4. Upon pick-up, present both parents of the parties involved with the Incident report and explain what occurred in the incident without naming the biter.
5. If at first you don't succeed... If the same child bites again, repeat the procedure with two additional steps:
 - a. The Kids' Director/Preschool Director will talk with the parents and ask

for their cooperation in changing the behavior.

- b. The Kids' Director/Preschool Director will notify the volunteers/workers/weekday preschool staff of the name of the repeat biter so they can watch this child carefully to intercept a biting attempt.

Student Ministry Discipline Steps & Procedures

It's our desire at Southbrook Students to provide a safe environment where students can grow in their relationship with God and with each other. We expect students to hold to the guiding cultural values for our boundaries and expectations with all participants of sponsored events/activities both on/off campus. When violated, the responsible student or adult will be approached as discreetly as possible unless the nature of the offense presents an immediate threat to themselves or others. When necessary, the following action steps will be taken at the discretion of the Student Leadership Team in effort to maintain a safe and healthy environment. In all cases, we will strive to protect the hearts of everyone without compromising the safety of anyone.

At Southbrook Students, we will seek to resolve actions in need of disciplinary action by:

1. First Offense: Student Pastor/Leader and Student/Group Leader will hold a meeting with the student(s). ^{[[L]]}_{[[SEP]]}
2. Second Offense: Student Pastor/Leader will meet with the student(s) and the student's parents/guardians. ^{[[L]]}_{[[SEP]]}
3. Third Offense: The student(s) will then be temporarily suspended from attending any Southbrook Students related activities and/or events upon a scheduled meeting and discussion with the students(s) and their parents/guardians. This period will be jointly pre-determined by the Student Pastor/Leader and representative leadership from the Family Ministry Team. ^{[[L]]}_{[[SEP]]}
4. Reinstatement: A meeting will be conducted with the Student Pastor/Leader, the student(s) and their parents/guardians for permission/approval to return as an active participant in student sponsored actives and events. ^{[[L]]}_{[[SEP]]}

Any/all action taken will be documented by the Student Pastor/Leader. ^{[[L]]}_{[[SEP]]}

Physical Contact

Southbrook Church is committed to protecting the minors in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy Family Ministry. The following guidelines are to be carefully followed by Southbrook Church volunteers/workers/weekday preschool staff.

Using good judgment, the following are appropriate ways to touch kids:

- an arm around the shoulder
- walking hand in hand with children 1st grade or younger

- short, congratulatory, or greeting hugs, especially “side hugs”
- a brief, reassuring pat on the back or shoulder, handshakes, high-fives, and knuckle bumps
- sitting beside a minor
- holding children in lap if preschool age or younger when comfort is needed
- holding hands during prayer
- holding or carrying a children preschool age or younger

The following are actions one should NEVER take:

- never touch a minor in anger or disgust
- never touch a minor in any manner that may be construed as sexually suggestive
- never touch a minor to express power or control
- never touch a minor in the bathing suit area
- never touch a minor’s private parts (with the exception of changing a diaper)
- never hug a minor from behind
- never give piggyback rides to minor
- never kiss minors on the lips, and never let a minor kiss you on the lips
- never tickle minors
- never engage in rough play, physical play, including horseplay and wrestling with minors
- never give inappropriate or lengthy embraces with minors
- never give any form of unwanted affection
- never give any physical contact of any kind that is done for the pleasure or satisfaction of care providers

Physical contact in any form should be above reproach. The personal behavior of staff members and volunteers/workers/weekday preschool staff must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant minor. A minor's preference not to be touched must be respected.

Verbal Interactions

Verbal interactions between volunteers and minors should be positive and uplifting. Keeping in mind that we are with minors and are here to set an example. Southbrook Church volunteers/workers/weekday preschool staff should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, one should not talk to minors in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory,

demeaning, or humiliating. Never make a comment or compliment that relates to the physique or body development of a minor. In addition, volunteers/workers/weekday preschool staff are expected to refrain from using profanity in the presence of minors.

Sensitive Topics for Children

Certain topics of discussion are best left for parents to discuss with their own children/students. However, we understand these topics will come up in conversation as trust grows.

Use your best judgment when these sensitive topics are brought up and keep the following guiding principles in mind:

1. Do not lead or engage in conversations that intentionally incite fear.
2. Do not lead or engage in conversations that intentionally create confusion.
3. Do not lead or engage in conversations that intentionally glorify sin.

Any questions about the propriety of discussing one of these topics, speak with the appropriate staff member responsible for overseeing the specific ministry area for the minor.

Here are some examples of sensitive topics:

- The rapture
- The tribulation
- Satan - if the purpose is to incite undue fear or confusion
- Hell - if the purpose is to incite undue fear or confusion
- Denominations
- Speaking in tongues
- Human sexuality or reproduction
- Female menstrual cycle
- Pre-Conversion Experiences - substances/behavior
- Drugs, alcohol, or other questionable behavior before salvation
- Social issues – death penalty, abortion
- Global issues – terrorism, persecution

Transportation

Drivers for camps/offsite activities that are coordinated by the ministry should be 25 years or older and have completed a Motor Vehicle Report. This is will be conducted every 2 years.

Volunteers are permitted to transport minors to or from a Southbrook Church sponsored event/activity only when a signed *Southbrook Minor Participation Authorization &*

Consent Form has been obtained, an email giving permission by the parent to the volunteer who is providing the transportation, which also includes the Student Pastor/Kids' Director in the notified email.

Workers/weekday preschool staff are not permitted to transport minors to or from a church-sponsored event.

SECTION 5: CHILD ABUSE AND PROTECTION

Southbrook Church supports and maintains a ZERO TOLERANCE policy against child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation or such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

It is against the law and against Southbrook Church policy for any staff member/volunteer/worker/weekday preschool staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

Southbrook Church reserves^[P]_[SEP] the^[P]_[SEP] right to refuse^[P]_[SEP] membership, to^[P]_[SEP] dismiss^[P]_[SEP] or^[P]_[SEP] to exclude from^[P]_[SEP] affiliation^[P]_[SEP] with^[P]_[SEP] Southbrook Church any^[P]_[SEP] volunteer, worker, or weekday preschool staff who has been convicted^[P]_[SEP] of child abuse^[P]_[SEP] or neglect of any child.^[P]_[SEP]

Southbrook Church staff members have been trained to recognize behaviors intended to "groom" children for sexual abuse. These behaviors will be immediately investigated and reported to the appropriate authorities.

Preventative Goals

Prevention of child abuse for Southbrook Church is twofold:

1. To provide protective care for our children and students.
2. To maintain proper supervision and training for volunteers/workers/weekday preschool staff.

Responding to Allegations of Child Abuse

Child abuse is a serious crime, and Southbrook Church intends to prosecute child abuse in any form to the fullest extent of the law. As a staff member/volunteer/worker/

weekday preschool staff in Family Ministry, you are agreeing to adhere to and uphold all policies and procedures as follows:

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burning, and biting. Has threatened to inflict or has inflicted physical injury upon a child, student worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography. Commits or allows to be committed any sexual offense against a child, student, or vulnerable adult, or is reasonably suspected to have done so. With respect to a child, student, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or is reasonably suspected to have done so. Exposes a child, student, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Volunteers, workers, and weekday preschool staff may become aware of abuse or neglect of the children/minors under our care. Abuse is the intentional or knowing maltreatment of a child and can be physical, sexual, or emotional in nature. Neglect, on the other hand, is the failure to give children the necessary care they need. Any person who becomes aware of such abuse or neglect has a legal duty to report the case to the Department of Social Services of the county where the child resides or where the neglect or abuse is observed. If a minor shares this information with a student volunteer, the student volunteer is encouraged to tell an adult (adult volunteer or staff member). This is the law ([N.C.G.S. § 7B-301](#)). Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable ([N.C.G.S. §7B-309](#)).” Reference: <https://www2.ncdhhs.gov/dss/cps/about.htm>

Union County Department of Social Services

Website: <http://www.co.union.nc.us/HumanServices/SocialServices/tabid/396/Default.as>

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1212 West Roosevelt Blvd. Monroe, NC 28110
P.O. Box 489, Monroe, NC 28111-0489
State Courier#:03-07-01
(704) 296-4300 / Fax: (704) 296-6151
Child Protective Services (CPS) Fax: 704-296-6148

Mecklenburg County Department of Social Services

Wallace H. Kuralt Centre, 301 Billingsley Rd. Charlotte, NC 28211
Youth and Family Services 5800 Executive Center Drive, 4th Floor, Charlotte NC
P.O. Box 220999, Charlotte, NC 28222
Website: <http://charmeck.org/mecklenburg/county/dss/Pages/Default.aspx>
State Courier#:05-14-12
(704) 336-3000 / Fax: (704) 353-1325
Emergency Phone: (704) 336-2273

Lancaster County Department of Social Services

Lancaster County DSS
1837 Pageland Hwy.
Lancaster, SC 29720
(803) 286-6914 (Press 2)

After Hours Reporting:
(803) 283-4136 Law Enforcement Dispatch
911 Lancaster County Law Enforcement

York County Department of Social Services

York County DSS
933 Heckle Blvd.
Rock Hill, SC 29732
(803) 909-7446 (Press 1)
(803) 684-2315 (Press 1)

After Hours Reporting:
911 Abuse & Neglect

In addition to the above reporting agencies, the person who observes the abuse or neglect may report the information to the appropriate staff member.

Reporting Allegations of Abuse

In the event that an incident of abuse or neglect is alleged to have occurred at Southbrook Church or during Southbrook Church sponsored events/activities, the following procedure shall be followed:

1. Volunteers/students/children/weekday preschool staff must report this information to the Student Pastor/Kids' Director/Preschool Director of this incident immediately
2. The parent or guardian of the child will be notified by the appropriate staff member.
3. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she will be instructed to have no contact with the victim or with witnesses.
4. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
5. The Student Pastor, Kids' Director, or Preschool Director will report to the Human Resources Department and Directional Leadership Team. This information will then be passed on to the Compliance Officer of the Elder Board immediately.
6. Southbrook Church will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other persons, including workers and volunteers, should refrain from speaking to the media.
7. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
8. Any person who is not found innocent of the alleged abuse or misconduct will be removed from his/her position working with children or students.
9. If Southbrook Church legal counsel concludes that there is not reasonable cause to believe the abuse may have occurred, the legal counsel shall provide a written report to the Elder Board documenting the conclusions reached and the basis for those conclusions. The contents of the report presented by legal counsel where

no abuse was found shall be confidential unless requested by law enforcement officials.

The written report shall:

- Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.
- Set forth the allegations and the steps taken to investigate the allegations. Set forth the facts revealed by each significant witness.
- Set forth the temporary actions to be taken by the Compliance Officer of the Elder Board, as well as a recommendation of additional actions to be taken by the Elder Board.

In addition, Southbrook Church legal counsel shall:

Report the incident of abuse to any other appropriate authorities and conduct all further investigations as directed by the Elder Board.

Training for Volunteers/Workers/Weekday Preschool Staff

Southbrook Church will provide child protection policy training to all new volunteers/workers/weekday preschool staff prior to the start of volunteering/working. Various on-going child protection policy training opportunities will be provided as well.

All volunteers/workers/weekday preschool staff are strongly encouraged to attend the annual Family Ministry volunteer training.

SECTION 6: EMERGENCY PROCEDURES

General Reporting Procedures

It is important that the proper reporting procedure is followed to ensure appropriate action, documentation, and notification of correct parties. All volunteers, workers, and weekday preschool staff shall immediately report and document any incident violations.

1. Volunteers/students/children/weekday preschool staff to report to the Student Pastor/Kids' Director/Preschool Director of the sensitive matter/information, incident, accident, or injury immediately.
2. Student Pastor/Kids' Director/Preschool Director to determine next course of action. This is determined case-by-case. See #3 and #4.
3. If necessary, contact proper authorities within 24 hours of the matter/information, incident, accident, or injury (law enforcement, legal counsel, local agencies, parents, guardians, etc.)

4. In the event of an accident/injury that needs medical attention, call 9-1-1, or if transporting to the hospital. Keeping in mind to always be in a group of 3; never be alone with a minor.
5. Student Pastor/Kids' Director/Preschool Director to contact and report these findings to Southbrook Church's Human Resources Department within 24 hours. Human Resources Department will report to the Compliancy Officer of the Elder Board if necessary. Upon receiving a report of the incident, the person receiving the report, together with the reporter, shall complete a written report of the incident and submit a copy of the report to Southbrook Church legal counsel.
6. Student Pastor/Kids' Director/Preschool Director to have written documentation of this event and action steps taken including persons spoken to and name of all parties involved as soon as possible.
7. All reporting and information are to be kept strictly confidential within the parties involved for the protection of all parties.

First Aid

We could face a minor medical incident that needs nothing more than First Aid. Other times, we may find ourselves in the middle of a full-blown medical emergency. Knowing what to do in either situation can mean the difference between the incident staying minor or developing into a crisis.

In the event of an accident/injury that needs medical attention, call 9-1-1 immediately and report this to a staff member.

According to the American College of Physicians, an emergency can best be handled by remembering four things: **Prevent, Prepare, Recognize, and Act**. By taking these steps and applying them, you will better be able to protect the people and ministries at your facility. The following describes each of these steps in detail.

Prevent:

- Before beginning any job or activity, leaders should always determine the abilities and limitations of the participants. Ask yourself what risks there may be in doing the job or activity.
- Inspections also can be a great deterrent in preventing unwanted accidents. It is important to look at the location and equipment being used to determine if they are safe.

Prepare:

- See "General Reporting Procedures".
- First Aid kits are located in each classroom in the Kids' building and in Early Childhood. First Aid kits are found behind the Production Booth in the Student building.

- Staff members should have basic First Aid and CPR training.

Recognize:

- When something serious happens, it is important to be able to distinguish between what is minor versus injuries that are life threatening. Caution should be used. Without any training or knowledge, an injury could be compounded.

Act:

Once you have made a determination that something needs to be done, it is time to act. The following are steps to take when responding to an emergency:

1. **Act immediately.** Examine the person who is injured. If needed, call 9-1-1 for assistance or send someone else to do so. Act promptly, but not so quickly that you miss something or respond incorrectly.
2. **Check breathing.** If the person is not breathing, start mouth-to-mouth resuscitation, if you have been trained.
3. **Stop any bleeding.** A snug bandage or pressure dressing can often stop or slow bleeding. If this does not work, press firmly at the point that cuts blood flow off to the injured area.
4. **Check for shock.** Is the face drained of color, skin cold and moist? Is there a rapid, weak pulse or fainting? If so, have the victim lie down and attempt to calm them.
5. **Give attention to the possibility of poisoning.** If poisoning is suspected, use the syrup ipecac, and call the Nationwide Poison Center at (800) 222-1222.
6. **Should You Move Them?** Unless the victim is in immediate danger, do not attempt to move them. If you must move the victim, and a stretcher is available, use the stretcher and try to keep their head immobile.
7. **Splint broken bones.** If a broken bone is obvious, try to splint the injury so that the joints are immobilized. Any stiff object can be used to set the injury. Cloths or bandages can be used to wrap around the stiff object and broken appendage.
8. **Treat burns.** Burns may be caused by chemicals or heat. Small burns should be placed in cold water. More severe burns should be covered with a large, clean cloth. Get emergency help immediately.
9. **Bandage wounds.** When it is necessary to bandage a wound, a sterile dressing should be used. This will help keep infection down, reduce bleeding and lessen pain.

By preventing, preparing, recognizing and acting, lives can be saved and injuries prevented.

Accidental Injuries to Minors

In the event that a minor is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, volunteers/workers/weekday preschool staff will provide First Aid (Band-Aids, etc.) as appropriate and will notify the minor's parent or guardian of the injury at the time the child is picked up from our care. An incident report will be completed by the volunteer/worker/weekday preschool staff and turned into the Student Pastor, Kids' Director, or Preschool Director.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be paged in addition to the Student Pastor, Kids' Director, or Preschool Director. If warranted by circumstances, an ambulance will be called.
3. See "General Reporting Procedures".
4. Once the minor has received appropriate medical attention, an incident report will be completed by the staff member in the case of injuries requiring treatment by a medical professional.

Food Allergies

According to Food Allergy Research and Education (FARE: www.foodallergy.org), food allergies affect up to 15 million people in the United States. The National Center for Health Statistics indicates four out of every 100 children have a food allergy, and the prevalence is increasing. This medical condition can cause life-threatening situations, especially if it is not managed properly. There are only eight foods that account for 90 percent of allergic reactions related to food in the United States: peanuts, tree nuts, milk, eggs, wheat, soy, fish and shellfish. It is important to be aware of potential food allergies and know how to respond in an emergency.

Symptoms of an Allergic Reaction:

Symptoms of an allergic reaction can range from mild to severe. Some symptoms can lead to the life-threatening condition called anaphylaxis (<http://www.foodallergy.org/anaphylaxis>), which can affect a person's breathing and blood circulation. While some signs may appear within a few minutes of eating an allergen, others could become evident hours later.

Mild symptoms include:

- Hives;
- Eczema;
- Redness of skin around the eyes;
- Itchy mouth or ear canal; and
- Vomiting, diarrhea or stomach pain.

Severe symptoms include:

- Swelling of lips, tongue or throat obstructing airways;
- Shortness of breath;
- Drop in blood pressure (feeling faint, confused, weak);
- Weak or “thread” pulse; and
- Loss of consciousness.

Severe symptoms, alone or in combination with milder systems, may be signs of anaphylaxis and require immediate treatment.

Responding to an Allergic Reaction

Depending on the severity of an allergic reaction, there are various treatment and drugs to utilize when responding in an emergency. For mild symptoms, those with allergies may carry over the counter or prescribed antihistamines to relieve itching or hives. In cases with severe symptoms, an injection of epinephrine or a visit to the emergency room may be necessary.

People with allergies often carry an epinephrine autoinjector, also known as an EpiPen. An EpiPen allows someone to inject a single dose of medication when experiencing severe allergic reaction symptoms. However, those actively suffering from an allergic reaction may not be able to administer the medication themselves. It is therefore a good idea to educate employees and volunteers on the use of an EpiPen in the event of a serious allergic reaction. For minors with known food allergies, the staff member will have a discussion with their parent or guardian about responding to a reaction, and secure authorization/consent for administration of medication in an emergency situation.

The person administering the medication should verify the accuracy of the information for administering the medication.

Food Allergies at Southbrook

Minors attend many activities at Southbrook Church, including school-type activities. An allergic reaction may occur while under the supervision of the church. It is important that we take the necessary precautions to protect minors in the event of an emergency:

- Staff member to have parents fill out the Health Care Plan Form and Anaphylaxis Emergency Action Plan Form and staff member to keep on file and readily available.
- Discuss these filled out form with parents in detail. This information should be shared with staff members, workers, weekday preschool staff, and volunteers.
- These forms should be updated and followed up on annually.
- Weekday preschool staff should lock up medication in a medication box stored at least 5 feet high in the classroom cabinet.
- Kids Ministry, birth-3rd grade, will properly store the medication in a red

drawstring bag out of children's reach above the first aid kits in each classroom.

- Kids Ministry, 4th-6th grade, will properly store the medication in a red drawstring bag out of children's reach behind the production booth, next to the first aid kits.
- Parents are to hand the medication to the group leader volunteer upon arrival and take it home upon leaving.
- Adequate training should be provided for church staff and weekday preschool staff. For healthcare plans and emergency care plans to be effective, all personnel should be properly trained how to react in a situation.
- Qualified personnel should provide information to volunteers/workers/weekday preschool staff to increase the knowledge about food allergies. Parents of children with food allergies also can present valuable information.

Protection Checklist:

FARE has developed a checklist for parents in a guidance document for managing food allergies in a school setting. While the checklist is intended for parents, we can take advantage of the information as well when developing an allergy protection plan. Consider the following:

- Become informed and educated;
- Prepare and provide information on the minor's food allergy and medication;
- Reduce food allergens in the room;
- Consider what is being served at meals and other activities;
- Address transportation issues for the procedure of managing food allergies in vehicles going to and from off-site events;
- Plan ahead when organizing an off-site event;
- Prevent and stop bullying; and
- Assist the child with self-management.

Food allergies are a serious medical concern in all environments. It is crucial to be aware of the symptoms and how to react. Furthermore, ensuring that churches, schools, parents and children are educated and aware of food allergy situations can help prevent allergic reactions.

Severe Weather

In the event of severe weather (tornados, wind, hail), follow the guidelines below. Further instructions will be given by a staff member.

Tornado Watch: Weather conditions are favorable to the formation of tornadoes.

Tornado Warning: A tornado has been sighted in the area.

Arrival of Severe Weather:

- Stay calm.
- Staff should listen closely to weather reports.
- Do not go outside.
- Keep any drapes, blinds, or window shades closed to protect occupants from the possibility of breaking glass.
- Seek shelter. Move the minors in a quiet and orderly manner away from the windows and to an interior wall of the classroom. Take your clipboard with roster.
- Await further instructions from the staff member.
- Do not release any minor in your care until the “all clear” is given by a staff member.
- Once the “all clear” is given by a staff member, classrooms/groups may resume normal activity.

After Severe Weather:

- Facility Department should assess any possible damage to the building and outside and take pictures.
- Treat those who have an injury or seek medical attention for them.
- Call 9-1-1 if necessary.
- Facility Department to protect property from further damage using tarps, etc.
- Facility Department to contact building contractors, utility companies, etc.
- Human Resources to fill out incident report and contact insurance company.

Fire

The first priority in any fire is that all minors and volunteers/workers/weekday preschool staff safety is maintained. Once the evacuation process has been executed and all persons are out of the building, any attempt made by volunteers/workers/weekday preschool staff to put out a fire is absolutely discouraged due to the risk of possible injury. However, if the circumstances present no possible danger to anyone present, best judgment is used on behalf of the volunteers/workers/weekday preschool staff as to how to proceed.

Please follow the directions below in the event of a fire:

a. How will you know of an alarm?

- Audible sound of alarm.
- Flashing strobe lights in every room.

b. What do you do?

- Stay calm.

- Grab your clipboard and roster.
- If you are a volunteer/worker/weekday preschool staff who is not assigned to a classroom, report to the nearest classroom to provide assistance or report to a staff member for further instructions.

c. When do you go?

- As soon as you hear the alarm.
- When ordered to evacuate by a Southbrook staff member/Security member.
- When you are in immediate danger (see smoke or flames).

d. Where do you go?

- To the nearest exit – follow the fire escape map posted in the classroom.
- Parents may stay with you and assist, but they **MAY NOT** take their child and leave during an evacuation.
- Do not release any minor in your care until the “all clear” has been determined by the First Responders.
- Once the “all clear” is given, the staff members will notify their teams, classrooms/groups may resume normal activity.

Missing Minor

Time is critical if a minor is reported missing. Volunteers/workers/weekday preschool staff should contact a staff member and security team as soon as possible with the following information:

1. Minor’s information
 - a. Name/age/sex.
 - b. Color of hair, shirt, and skin.
 - c. Ministry where child was checked-in.
2. The person reporting the lost child should remain with the staff member until further direction is given by a member of Southbrook Church security team.
3. Search the area the minor was last seen. Repeat if necessary.
4. See “General Reporting Procedures”.
5. If necessary, secure the area for law enforcement.

Lock Down

- Staff member to ensure groups are aware of the lock down call.
- Close and lock classroom/office.

- Turn off classroom lights.
- Place red (emergency, someone is injured) or green (everyone is okay) signal card ^[L]_[SEP] in window where it can be seen clearly from the outside. ^[L]_[SEP]
- Contact law enforcement if necessary. ^[L]_[SEP]
- Make sure minors are huddled in the safest corner of their classroom.
- Keep minors as quiet as possible.
- If there is gunfire during a lockdown, use tables as a shield by propping the table on its side with minors behind it. ^[L]_[SEP]
- Take account of all minors.
- Do not release any minor in your care until the “all clear” has been determined by the First Responders.
- Once the “all clear” is given, the staff members will notify their teams, classrooms/groups may resume normal activity.

Bomb Threats

- Notify 9-1-1 immediately.
- Notify security members and appropriate staff members.
- Obtain as much detailed information about the threat as possible from the person reporting the incident.
- If the staff makes the decision to evacuate the building, follow the evacuation plans.
- After the buildings are evacuated, assist law enforcement with checking the building for anything that appears suspicious.
- Do not release any minor in your care until the “all clear” has been determined by the First Responders.
- Once the “all clear” is given, the staff members will notify their teams, classrooms/groups may resume normal activity.

Media Response

No volunteer/worker/weekday preschool staff, serving or not, should ever give a response to the media. If you are prompted to do so, please direct all media inquiries to a staff member of Southbrook Church.

SECTION 7: CAMPS/OFF-SITE ACTIVITIES

We are grateful we have an opportunity to serve alongside you with our students/children. It is our responsibility as a church to protect both students/children and volunteers. We thank you for your support and respect for our policies and

procedures that ensure the safety of our church family.

Although camps and off-site activities are not held on the campus, it is expected that all volunteers continue to follow and uphold Southbrook Church's Family Ministry Volunteer Handbook and Child Protection Policy. All policies and procedures remain the same whether on or off-site. Please refer to those documents. In addition, we will also commit to abiding by the camp's/organization's policies and procedures.

Choosing a Camp/Off-Site Activity

It is at the discretion of the staff member to choose camps/off-sites activities. These staff members will choose camps/off-site activities that are in proper accordance with the insurance company and will seek counsel from the Human Resource Department prior to booking camps/off-site activities.

For off-site activities related to small group gatherings, please notify the Student Pastor/Kids' Director via email to inform of this gathering.

Camp Paperwork

Prior to attending camp, waivers, liability forms, video/photo release form, copy of medical insurance card, applications, health care plan forms, and any other necessary forms must be filled out in their entirety and turned into the proper staff member.

Off-Site Parental Permission

Parental permission is needed for all church-sponsored programs or activities involving minors if off-site. This is documented with a ***Southbrook Minor Participation Authorization and Consent to Emergency Medical Treatment Form and Media Release Form***.

Never Be Alone

Volunteers should never be alone with a student/child one-on-one; just as students/children should never be alone one-on-one with another student/child. Always be in a group of three or more.

There should be assigned groups of students/children for volunteers to lead according to the child/adult ratio policy who are in "charge of" the following: the students'/children's whereabouts, group assignments (rosters), schedules, etc.

Bathroom Guidelines

Males (birth gender) are to use the male bathroom and females (birth gender) are to use the female bathroom. There should never be a time where the opposite sex is in the bathroom.

In the event where bathrooms are not in the same building, it is best practice to have 2 adult volunteers of the same sex to escort the student/child to the bathroom. In addition, if the bathroom is located where the students cannot be seen, it would also be best practice to have 2 adult volunteers to escort the student/child to the bathroom. In the event where 2 adults are not available, always be in a group of 3 or more and never be alone.

There will be times where there are community showers, sinks, and toilets. Volunteers should do whatever is necessary to avoid any full bodily exposure. Please use the individual stalls to change and dress.

The male/female gender is defined as the gender assigned at birth and not gender identity or expression.

Sleeping Arrangements

Males (birth gender) will be assigned to the male cabin and females (birth gender) will be assigned to the female cabin. No adult or child of the opposite sex should be in the room of the opposite sex. There should always be 2 adults in each cabin/room. No adult/volunteer should ever be in the room alone with a student/child; remain in the hallway/doorway until more students/children arrive. Never sleep in the same bed with a student/child.

Medications

Some of our students/children will need their medication daily. It is important that the proper medication and dosage is given appropriately. If you are not clear as to what the dosage is, please call their parents for clarification.

Only designated volunteers (appointed by the Student Pastor/Kids' Director) are to distribute medication to ensure proper dosage is given and taken.

Violation of Policy

In the event where there is a violation of policy, it is at the discretion of the staff member to make the determination if the child/student no longer can participate. It is the parent's/guardian's responsibility to pick up their child/student if asked to leave camp/off-site.

Worker/Volunteer Staff AGREEMENT AND RELEASE FORM

By signing this form, I acknowledge that I have read and understand Southbrook Community Church's "Child Protection Policy" in its entirety. I understand that the church must provide safety and protection for our minors. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability. I unconditionally agree to hold Southbrook Community Church, its officers, employees, or other agents blameless should any accusation be made against me. I understand the church has the responsibility and liability to report any allegations to local, state and federal authorities.

I understand the church reserves the right to disallow my services now or in the future. My services may be discontinued by Southbrook Community Church at any time for any reason without advance notice.

I understand that my signature below holds Southbrook Community Church, its officers, employees, or other agents harmless for any liability, personal damage or loss to me.

The statements contained in this handbook are intended to serve as information concerning Southbrook Church and its existing policies, procedures, practices of employment/volunteers.

From time to time, Southbrook Church may need to clarify, amend, and/or supplement the information contained in the handbook and that Southbrook Church will post the updated revisions on the website.

By signing this policy, I hereby certify that I have read this document, understand its meaning, and that violation of this policy is just cause for disciplinary action up to, and including termination of employment/volunteering rights.

Print Volunteer/Employee Name

Date

Signature of Volunteer/Employee

Date

Ministry Leader

Date