

CHILD AND YOUTH SAFETY PROGRAM

Stonebrook SCC community Church

Ames, Iowa

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INTRODUCTION

It is in the best interest of Stonebrook SCC community Church (SCC) and its children/youth to adopt policies, procedures, and practices to assist SCC in protecting the children/youth from physical, mental, and emotional harm.

It will be the responsibility of SCC to educate pastors, employees, staff, and volunteers in the identification and prevention of sexual and physical misconduct. In many cases, sexual or physical misconduct will violate criminal statutes and may lead to the prosecution and imprisonment of offenders.

SCC has established a policy of zero tolerance for sexual or physical misconduct and aggressively pursues investigation of reports of misconduct.

A designate of SCC pastors, SCC employees, SCC staff, the SCC youth program, the SCC Sunday school program and SCC vacation bible school shall comprise an administrative body referred to as "The Child and Youth Safety Committee" [hereinafter "Committee"]. The Committee's purpose shall be to guide SCC in promulgating and enforcing policies, procedures, and practices concerning the safety of our children/youth when in the care of paid and volunteer child and youth workers at SCC [hereinafter "Policy"]. The Committee is empowered to select a chairperson and adopt such rules as is appropriate to execute the purposes expressed in this Policy.

Mission Statement

It is in the best interest of SCC, our children, and our youth to adopt policies, procedures, and practices to assist SCC in protecting the physical, mental, and emotional wellbeing of the children and youth who participate in SCC sponsored activities. Volunteers or employees with convictions of abuse crimes will not be permitted to work with children or youth. The kinds of convicted criminal behavior which disqualify an applicant include, but are not necessarily limited to, the following: 1. Child molestation, 2. Incest, 3. Rape, 4. Assaults involving minors, 5. Physical abuse of a child, and 6. Child pornography.

Needs Assessment

The Committee, with input from SCC Pastors, youth leaders, employees and staff, has explored the need for child and youth safety policies, procedures, and practices. It determined that, given the size of Stonebrook SCC community Church, the wide range of SCC sponsored activities involving our children and youth, and the overarching care and concern that SCC has for its children and youth, a safety policy is appropriate. The following Policy seeks to address those needs.

GENERAL POLICIES & GUIDELINE CONSIDERATIONS

Volunteer & Employee Selection

The following definitions will be used in this policy:

Pastor: A man recognized by SCC who has been assigned the duties of “Pastor”

Employee: any person who is in a payroll status with SCC

Staff: unpaid persons who are selected by the pastoral staff to assist in conducting SCC business activities

Adult Volunteer: To serve as an adult volunteer in the youth and child programs a person must be 19 years or older and must have met the following qualities:

- Regularly attends SCC church services and activities
- Possesses a passion for children
- Is gifted in some of the areas of teaching, serving, discernment and knowledge
- Has successfully completed a Youth Ministry application form (appendix A)

Youth Volunteer: A volunteer in the youth and child programs who is 18 years old or younger

Lead teachers in SCC youth programs have an elevated responsibility because of their influence on other teachers, volunteers, and children. As a result, SCC has set standards to be met for all who are in a lead teacher role. Those standards include:

- Church membership at SCC or another church if approved by a Pastor
- Regularly attending SCC church services and activities
- Possesses a passion for children
- Be gifted in some of the areas of teaching, serving, discernment and knowledge
- Has successfully completed a Youth Ministry application form (appendix A)

General Policies and Guidelines

The following items will define the SCC general policies and guidelines for individuals working with children and youth. Other policies may be initiated depending on the activity being provided. A pastor, coordinator or youth leader will decide which additional policies, if any will be followed.

1. A screening policy has been adopted by SCC for screening of staff, employees and volunteer applicants wishing to participate in activities involving children or youth.
2. Adult volunteers, staff and employees must submit a completed application form at the inception of their service and in January of every calendar year ending with "5" or "0" thereafter. In addition, each must agree to be trained in accordance with the procedures set forth by the Committee before being authorized to work with children or youth in SCC sponsored activities.
3. An individual should have been in the SCC community for 1 year and provide references that they are a person of good standing in the SCC community.
4. If the individual is new to the SCC community or a new member of SCC, before working with children or youth, they must provide at least 2 references, including his/her previous pastor indicating the member's good standing for at least 1 year in a previous church community. References will be checked and documented.
5. The volunteer, staff, or employee should have an in-person interview. This interview can be conducted by a pastor, or someone designated by a pastor.
6. Background records will be checked and documented. Those records will include, but not be limited to, criminal records, sex offender registry, child abuse registry, motor vehicle citations, etc.
7. Those convicted of sexual or physical abuse will not be accepted for volunteer or paid service in any SCC sponsored activity or program for children or youth.
8. SCC shall provide training to all SCC staff, employees, persons leading a youth activity and adult volunteers. The training will focus on SCC's policies and practices concerning the child/youth safety policy and on other current issues related to child and youth protection. Attendance at these sessions will be required for those who direct SCC programs for children or youth.
9. Employees, staff, and directors of youth and children's programs will be required to sign a statement that they have read and understood, and also agree to abide by the SCC's Child/Youth Protection Policy. Volunteers will be required to sign a statement that they have had the opportunity to read and understand the policy, and also agree to abide by SCC's Child/Youth Protection Policy. Youth volunteers are exempt from this requirement.
10. Volunteers, staff or employees are prohibited from the use, possession, distribution, or being under the influence of alcohol, tobacco products, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.

At least two (2) adults (over the age of 21) will be present at all SCC sponsored activities involving children or youth. During Sunday School, at least two (2) adults

(over the age of 18) will be assigned to each class room with the exception that one (1) adult may serve with youth volunteers if this has been approved by the Sunday School director.

Policies/Supervision when working with Children/Youth

1. At least two adults (over the age of 21) will be assigned to and be present at all SCC sponsored activities involving children or youth.
2. There will be at least 2 adults (over the age of 18) present in any classroom at all times unless approval has been obtained from the Sunday school director for one adult to serve with a youth volunteer.
3. Children participating in indoor activities in classrooms should be visible from outside the classroom. If a door does not have a window, the door should be left open and be gated, if necessary. Doors should never be locked while persons are inside the room.
4. A volunteer, staff or employee member will not place themselves in a situation where they are alone with a child or youth, without proper parental/guardian authority. Anytime an employee, staff or volunteer is required to be alone with a child or youth, parental or guardian permission will be obtained. If contact with a parent/guardian cannot be made, another adult will be notified. Only volunteers or employee members who have been authorized by SCC pastors and youth leaders will be allowed to chaperone overnight activities.
5. Volunteers, parents, employees or staff of SCC may visit and observe children or youth programs at any time.
6. Pre-school children needing to use the bathroom will be accompanied by 2 adults. If the child needs assistance or supervision, the adults may enter the bathroom, but should not enter the stall with the child unless there is an emergency. If the child needs assistance or there is an emergency with any child, the stall door and bathroom door should be left open.
7. A tag system will be used in the nursery. In all classes containing children 4th grade or younger, children will not be released from classes unless accompanied by a parent or guardian. Teachers should meet any new parent or guardian when the child is dropped off to the class so that they can recognize who is authorized to pick up the child. Children will not be released to a sibling unless the child's parents have given the teacher permission to do so.
8. In the SCC nursery, always have a minimum of 2 adults present when changing children's clothing. Children's clothing should never be removed in any other class. If a change of clothing is needed, parents should be gotten.
9. Make certain there is a ratio of one adult or youth volunteer for each 3 children in the nursery to assure enough attention to each child's needs. If more volunteers are desired they should be made available.
10. At the beginning of Sunday school, an appointed monitor will check the nursery and every other classroom to make sure they are properly staffed and that things

are running smoothly. This person can also monitor hallways for unwanted visitors and help supervise restroom breaks.

11. There is a communications system established to call the parent/guardian to the nursery during worship services or other SCC activities.
12. Children and youth must have completed an information and consent form for involvement in SCC-sponsored programs and activities away from the SCC location.
13. The person in charge of each trip and/or retreat shall carry completed medical release forms, including permission for emergency medical care, including medication prescribed, and information on how to reach a parent/guardian in an emergency.

Class Room Decorum

The following general discussion recorded from the SCC Sunday School Committee illustrates the expectations for the class room youth activities at SCC. The intent is to provide general guidelines for teachers and volunteers rather than detailed directions that try to cover any or every situation that may arise.

First we spent a little time listing expectations for the children:

1. Keep hands to yourself
2. Don't interrupt — one person talk at a time.
3. Listen and pay attention

The expectations will vary with each class and age. Each class may develop their individual list of expectations. It would be best for teachers to briefly talk about the expectations each Sunday. It may be helpful to have the expectations displayed on a poster in the room where the children are old enough to read.

A general guideline for what to do when a child is unruly has been developed. Parents should be aware of the expectations and SCC's way of applying them.

1. Verbally correct the child right on the spot
2. If this doesn't work, take the child to the side of the room, correct them and bring them right back.
3. If this doesn't work, take the child aside again and warn that we will talk to the parents after class if their behavior doesn't change.
4. Get the parent out of church and ask them to sit in on the class for a while.
5. If we have had to inform a parent and a child needs to do better the next week, affirm the child in front of the parents.
6. Other options are to take the child out in the hall and have a talk with them. It may be good to require the child to sit for a while outside the class room with an adult volunteer.
7. Teachers or volunteers should not restrain a child except if he is harming others and won't respond to verbal correction. Younger children may need to be restrained because of parent/guardian separation anxiety. Any restraint of younger children should be with the agreement of the parents.

8. If children are fighting or roughhousing, teachers/volunteers can physically get between them.
9. Touching a child on the shoulder to get his attention can be helpful.

Transportation

The following rules apply when transportation by volunteers or employee is being provided for children or youth for designated SCC activities from SCC to a SCC sponsored event and back.

1. The designated leader of the event will not permit any adult to drive who appears to be under the influence of alcohol or drugs.
2. Driver must be at least 21 years of age and have a clear driving record.
3. Driver must have proof of insurance, if their personal vehicle is used.
4. Parents/guardians must complete written permission forms before SCC personnel transport children and youth for a SCC sponsored activity or for any purpose.
5. Driver must have read and signed an acknowledgment indicating that the Child/Youth Protection Policy has been read and will be followed.
6. A copy of the valid driver's license and insurance card must be filed with the SCC Office Administrator before a driver is approved to drive on SCC sponsored activities.

Response to Allegations

1. All allegations of incidents involving improper touching, physical abuse, or sexual abuse of a child or youth during the course of any and all SCC sponsored activities must be immediately brought to the attention of a pastor or the appropriate responsible adult within SCC. Exception: if the alleged perpetrator is within this reporting chain, that person shall be bypassed and the report made to another individual or individuals in the reporting chain.
2. If an incident is reported, it is the responsibility of a pastor or other responsible adult in the authority chain to see that proper notification is made to the following: parents/guardian, legal and social welfare authorities as may be mandated by state law, and insurance company (in accordance with the insurance contract.)
3. All allegations of sexual misconduct will be fully and fairly investigated and corrective and/or disciplinary action taken as warranted.
4. SCC should not attempt to perform a detailed investigation of any alleged incident on its own, but should cooperate fully with all legal entities involved.
5. Individuals who do not satisfactorily pass the screening should be excluded from service and/or contact with children or youth, but may be offered opportunities of other service or employee positions in other areas of the SCC. Consideration should be given for pastoral guidance and counseling to assist the individual in understanding SCC's duty to provide the highest level of protection to its children, its youth, and to members of SCC.

Appendix A
Stonebrook Community Church (SCC)
Confidential Youth Ministry Application

Purpose: Strive to provide a safe, welcoming youth ministry setting for Stonebrook Community Church and to provide youth ministry support.

Policy: All employees, staff members, adult volunteers or youth volunteers who will be involved in SCC youth ministries must complete this application. This document will be kept confidential and will be on file with the supervising Pastors.

The process for approval to be involved in SCC youth ministries include:

1. Successfully completing this application
2. Signing the Acceptance of Child and Youth Safety Program form
3. Completing the on-line application requesting a background check
<https://www.ministryopportunities.org/StonebrookCA>
4. Successfully completing training venues as they are assigned

Personal Data

Name: _____

Address _____

Phone: _____

Work/Cell Phone _____ Date of Birth __/__/____

e-mail _____

Marital Status (circle one): Single - Engaged - Married - Divorced - Widowed

How many children do you have in SCC Youth Ministries (if applicable) _____

Do you currently attend a church regularly? ___ YES ___ NO

If yes, where are you attending?

Briefly list previous work or ministry involving youth or children:

Is there anything about your lifestyle that may cause parents to doubt your positive example? YES NO

If yes, please explain:

Have you ever used illegal drugs or substances?

YES NO I'd like to talk with someone about it.

If yes, please explain:

Have you ever been convicted of, or plead guilty or no contest to crime other than a minor traffic violation, or are you now under charges for any criminal offense?

YES NO I'd like to talk with someone about it.

If yes, please explain:

Have you ever been convicted of any form of sexual exploitation, advancements, improprieties, molestations, rape, or other abuse?

YES NO I'd like to talk with someone about it.

If yes, please explain:

Are there any circumstances or patterns in your life which would make it inappropriate for you to serve with minors or would compromise the integrity of Stonebrook Community Church?

YES NO I'd like to talk with someone about it.

If yes, please explain:

References

List two people who meet the following criteria:

1. Over 18 years of age
2. Not related to you
3. Has seen you around minors
4. Has known you for more than one year, and
5. Has a definite knowledge of your character

One

Name: _____

Nature of Association: _____

Occupation: _____

Length of Time Known: _____

City and State of Residence: _____

Home Phone _____ Work/Cell Phone _____

e-mail _____

Two

Name: _____

Nature of Association: _____

Occupation: _____

Length of Time Known: _____

City and State of Residence: _____

Home Phone _____ Work/Cell Phone _____

e-mail _____

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give the Pastors of Stonebrook Community Church and those in charge of youth ministries at Stonebrook Community Church in which I seek a volunteer position any information (including opinions) that they may have regarding my character and fitness for children or youth work. I authorize this application to be read by the Pastors at Stonebrook Community Church and those in charge of the specific ministries at Stonebrook Community Church for which I seek a volunteer position on a confidential, need to know basis. In consideration of allowing me to make this application and having it considered by the Pastors of Stonebrook Community Church and those in charge of the specific ministries at Stonebrook Community Church for which I seek a volunteer position, I hereby release the Stonebrook Community Church, it's pastors, employees, agents and any references (whether named or not named by myself) collectively and individually, from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs or family, on account of inquiries and investigations of myself directly or indirectly relating to this application. To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization.

Should my application be accepted, I agree to refrain from inappropriate conduct while serving as a volunteer on behalf of the Stonebrook Community Church.

Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state, or federal. I hereby release local, state and federal law enforcement any and all liability resulting from such disclosure.

I further state that I have carefully read the foregoing release and know the contents thereof and sign the release as my own free act. This is a legally binding agreement, which I have read and understand.

Print Applicants Full Legal Name _____

Applicants Gender: M F

Applicant's Signature _____

Date _____

Appendix B

STONEBROOK SCC COMMUNITY CHURCH

Acceptance of Child and Youth Safety Program

By signing this document, I am stating that I have read (or had the opportunity) and understand the Child/Youth Safety Program of the Stonebrook Community Church (SCC).

I further agree that I accept it and will abide by it. If incidence of child abuse or criminal activity is proved, I understand my role as volunteer and/or employee member will be terminated.

Signature of Staff or Volunteer

Signature of Witness

Printed Name of Staff or Volunteer

Printed Name of Witness

Appendix C

INCIDENT REPORT

Date of report: _____

Name of person(s) issuing this report: _____

Alleged perpetrator(s): _____

Witness(es): _____

Date, time, and location of incident: _____

Written description of incident: _____

I am a mandatory reporter.

I choose to remain anonymous regarding this incident.

I have reported or intend to report this incident to criminal authorities.

THE ABOVE INFORMATION IS FREELY PROVIDED AND IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signature of person generating this report

Signature of person issuing this report to the receiving person (may be same as above)

Signature of person receiving this report