

Children/Youth Ministries Safety Handbook

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with special thanks to
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Table of Contents

A THEOLOGY OF THE CHILD	Page 3
ABUSE PREVENTION POLICY	Page 5
SELECTION, SCREENING AND ORIENTATION PROCESS	Page 8
SUPERVISION AND PROCEDURES FOR CHILDREN AND YOUTH	Page 10
TRAINING OF PERSONS WHO WORK WITH CHILDREN AND YOUTH	Page 19
REPORTING AND RESPONDING TO ABUSE ALLEGATIONS	Page 20
MISCELLANEOUS	Page 21
APPENDICES	Page 23

A THEOLOGY OF THE CHILD **Meeting Jesus in our Children**

Note: While Culver Palms Church of Christ works diligently to apply this policy, due to the nature of ministry it makes no written or implied guarantee that every aspect of the policy will be followed in every situation. Any concerns about implementation of the policy should be directed to the Senior Minister, the Elders or the Chairs of the Child Protection Committee.

Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deut. 6:4-6)

Even though we were all children early in life, children are often seen as an “other” rather than as a fellow human being. Modern sensibilities can often place the value of children in the context of their potential to become adult humans, rather than children having intrinsic value *as* children. Jesus’ words offer a strong polemic against our modern sensibilities: “Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly I say to you, whoever does not receive the kingdom of God like a child shall not enter it” (Mark 10:14-15; cf. Matt. 18:1-5). In the Gospels, we encounter Jesus identifying with children, honoring the spiritual insight of children, and even holding up children as a model for Christians seeking entrance into and participation in the Kingdom of God. Jesus locates the child’s value as intrinsic to the child, neither in what the child may become nor in what the child may produce.^{1,2}

The Biblical Tradition utilizes the child-parent relationship as a metaphor for the relationship of the people to God, highlighting numerous characteristics germane to the condition of childhood. On numerous occasions, the Biblical Tradition brings into focus the vulnerability of children. One might think of the near sacrifice of Isaac (Gen. 22), the death threats facing male infants under Egyptian rule, including Moses (Exod. 1:15-2:10), and King Herod’s search to find and kill the boy Jesus (Matt. 2). Our experience tells us that common to childhood is a unique vulnerability and dependence. In the Gospel of Mark, Jesus brings healing and restoration to children, including Jairus’ daughter (Mark 5), a Syrophenician woman’s daughter (Mark 7), and a spirit-possessed boy (Mark 9). We even read of parents bringing their children to Jesus in order that Jesus may touch them (Mark 10:13; Luke 18:15). In contrast to Jesus’ culture, a culture in which his own disciples try to protect Jesus’ priorities and space from young children, Jesus is a friend of children, offering them safety, trust, and healing. Culver Palms Church of Christ understands that children, while astonishing life-giving gifts from God, are uniquely vulnerable.

1 Judith Gundry-Volf, “The Least and the Greatest: Children in the New Testament,” in *The Child in Christian Thought*, ed. M. J. Bunge, 29-60.

2 John T. Carroll, “Children in the Bible,” *Interpretation* (April 2001): 121-34.

As a community of faith whose mission and witness is largely shaped by the life and deeds of Jesus, we affirm:

- † That the church is a radically open community, extending hospitality to the marginalized and to those of low social status, especially to children
- † That we have much to learn from children about what it means to be people of God
- † That children deserve to be treated as fully human, with utmost respect, dignity, and care
- † That all forms and all degrees of child abuse, whether physical, psychological, or sexual, claim the church's utmost attention and advocacy
- † That the church, for every person's sake, must be a safe place for children to be who God created them to be: little ones who learn, who ask questions, who worship, and who play
- † That the church will seek both healing and justice, always with an eye first and foremost to protecting the most vulnerable among us, children

Culver Palms Church of Christ is called by the life and deeds of Jesus, who is the “human face of God,” to work alongside and on behalf of children.

ABUSE PREVENTION POLICY

This Policy describes the Culver Palms Church of Christ's (hereafter as Culver-Palms) policies and procedures for preventing and responding to allegations of child abuse on Church property or at Church sponsored activities. The purposes of the Policy are to protect children and their families from abuse and neglect and to protect those working with children from false allegations. The purpose for establishing an Abuse Prevention Policy is to declare our unwavering commitment to the physical safety and spiritual growth of persons at Culver-Palms.

Culver-Palms categorically opposes any form of abuse. Further, we proactively engage in efforts to protect persons in our care to assure that this church and its activities are places of safety and nurture. All persons are children of God. When anyone suffers the entire community suffers. When Jesus invited the children to “come to me” (Matt.19:14), He was indicating that they, the vulnerable, should be protected. Abuse violates both Christian hospitality and local, state, and federal law. The State of California has definitions for child abuse that are applicable to every venue of church activity.

Definitions

Activity includes a church-sponsored or -supervised class, field trip, or event involving children where the children's parents or legal guardians have given consent but may not be present. These church-sponsored activities may occur on premises or off premises.

APP refers to the Abuse Prevention Policy Statement.

Adult means anyone over the age of 18 years. Most policies described in this report are directed toward children and youth under the age of 18.

Applicant (s) mean all persons seeking to work with children and participating in Church programs or activities.

Authorized Minor/ Youth Worker means a youth in at least 10th grade and/or at least 15 years of age who has completed training at Culver-Palms to certify that he/she can work with children when there are two adults present.

Background Check means a report, obtained through a consumer reporting agency.

Child or Children or Youth means a person or persons under the age of 18, i.e., a minor.

Child Abuse means the physical, emotional, mental or sexual injury, abuse, exploitation, or maltreatment of a child by any person.

Confidential information referred to throughout this document will be marked as “Confidential”, handled and reviewed only by designated custodians, stored in a secure, locked location and disposed of by shredding or deleting.

Physical Abuse includes deliberately and intentionally causing bodily harm. Examples may include slapping, striking, hitting, spanking, violent battering with a weapon (knife, belt, strap), burning, shaking, kicking, choking, fracturing bones, and other non-accidental injuries where a mark is left on the body.

Emotional Abuse includes intentional or reckless behaviors such as

- exposing a child to intimidation, humiliation, threats or bullying;
- inflicting emotional cruelty such as sending a message to the child of worthlessness, badness, and being not only unloved but undeserving of love and care;
- or stating that God is punishing a child or does not love a child.

Sexual Abuse means any sexual assault or sexual exploitation as defined by the California Penal Code. Sexual abuse is the exploitation of a child for the sexual gratification of an adult or an older and more powerful youth. Sexual abuse includes behavior that communicates sexual interest and/or content including but not limited to the following:

- displaying sexually suggestive visual material such as sexting or pornography;
- making inappropriate or sexual comments or innuendos about one's own or another person's body;
- touching another person's body, hair, or clothing in a manner that can reasonably be understood as provocative or uncomfortable or overly intimate;
- touching or rubbing oneself sexually in the presence of another person;
- exposing genitals to a child;
- photographing a child in sexual poses;
- watching a child undress;
- genital contact.

Crisis Management Team is a pre-determined, trained team that responds to church crisis early, promptly and well-planned.

Departmental Coordinator or Coordinator Please see Definition for Workers.

Elders mean the current volunteer, congregation-chosen shepherds at Culver-Palms.

Kidskeepers (KK) mean volunteers designated to check in children, to monitor classroom areas, and to welcome families and children to the church. They are available to assist Workers as needed.

Minister means person paid to work for the church and has specific ministerial duties. She/he is supervised and works in conjunction with the elders. According to California Law Section 11166 of the Penal Code a minister is a mandated reporter for child abuse. (<http://law.onecle.com/california/penal/11166.html>)

Parents and Guardians are those adults who provide legal and custodial care for children, birth through 18 years, including biological parents, stepparents, foster parents, and legal guardians.

Policy means the Child/Youth Ministries Handbook which includes the Abuse Prevention Policy and other ministry policies.

Youth Ministry means those youth in Middle School and High School.

Worker (s) means all Church employees and all persons, including volunteers, supervising, leading, or working with minors who are participating in Culver-Palms' programs and activities.

Worship is a time officially designated for congregational worship held on church property, or in the community by church members who have been chosen by and appointed by the elders or their appointed representatives.

Accountability

As the governing body of the congregation, the Elders are responsible for approval and implementation of the abuse prevention policy. The Elders have appointed a Child Protection Committee (CPC) to assist them with this work. The CPC is created by appointing co-chairs and the co-chairs, in turn, appointing members who represent various groups and leadership committees. The CPC maintains the policy statement. Committee members shall be appointed on a rotation basis to ensure continuity.

The CPC is responsible for the written policy, evaluation and compliance through annual audits of the program. The Committee is also in charge of preparing reports and providing information to elders and the church as needed.

Evaluation of the Abuse Prevention Policy

The CPC shall evaluate the effectiveness of the APP periodically. The evaluation of this program shall be in writing, presented to, and approved by the Elders and Senior Minister. The evaluation includes, but is not limited to, the following:

- An audit of all aspects of the CPP;
- A review of the language of the Policy;
- As needed, a review by attorney and insurance representatives to be sure the policy is still in compliance with all state and federal laws;
- An assessment and evaluation of the background check vendor including a review of the effectiveness of the vendor's service;
- A listing of staff and volunteers screened;
- A written report of annual continuing education, supervision in abuse prevention for all people involved with children at Culver-Palms.

SELECTION, SCREENING AND ORIENTATION PROCESS

Confidentiality of Information

The recruiting and screening process requires applicants for employment and volunteers to disclose personal information. The Senior Minister or designated staff person will take measures to protect the person's privacy to the extent possible and practical. Confidential information obtained through the screening process shall remain confidential to the extent possible and as required by law.

- The confidential files of each person that is screened shall be maintained in a secure, locked location by the Senior Minister.
- Confidential files shall be used only for the purpose of determining suitability of a person considered for employment, or a person who will work as a volunteer with children.
- The information shall be maintained for a minimum of ten years after termination of employment, and for seven years after completion of volunteer service, in order to provide continuing proof that proper measures were taken at the time of the person's involvement as an employee and/or volunteer at Culver-Palms. All reasonable caution shall be taken to assure the confidentiality of these files.

Three Month Rule

Individuals considered for a position as a Volunteer or Worker within our Child/Youth ministry must have been attending Culver-Palms consistently for a minimum of 3 months and a church member before serving.

Requirement of Church Membership

A church member is someone who the elders have approved for membership.

Written Application

All volunteers who may be working directly with children/youth must complete and return a written Culver-Palms Volunteer Application. While this process understandably intrudes into the Volunteer's privacy, the security of the Culver Palms' children outweighs the personal intrusion inherent with such investigation and disclosures. Volunteers can give permission via email.

Reference Checks

The Senior Minister or designated staff person will contact at least one reference. Documentation of the reference checks will be maintained in confidence on file at Church.

Criminal Background Check and Confidentiality

A criminal background check is required for all Workers. Before a background check is initiated, Workers will be asked to sign or email their permission allowing the Church to perform the check. If a Volunteer declines to sign the authorization form, s/he will not be approved to work with children and youth at the Church. The Volunteer may work in other ministries.

The Senior Minister or designee will submit all information for criminal background checks to a qualified service provider, in compliance with that service provider's handling procedures. The written results of the criminal background and reference checks initially will be reviewed solely by the Senior Minister. After this initial review, if the Senior Minister determines that further review or inquiry is warranted, the Minister may consult with the Elders and the Child Protection Committee Co-Chairs, the church's attorney or other consultant on a need-to-know basis. The CPC recommends that at least one male and one female participate in the "further review."

Disqualifying Offense

What constitutes a disqualifying offense that will prevent a Worker from working with the children will be determined on a case-by-case basis in light of all circumstances. Although demonstrated growth in Christ and the relevance of a past offense to the care of children are considered, generally, convictions for offenses indicating that a Worker poses a threat to children/youth or if the Worker has any prior history, will disqualify the volunteer from working with children. The Senior Minister will consult with the Elders and the CPC.

If for some reason it is determined a Worker is unsuitable for work with children or youth, every effort will be made to find another ministry he/she can engage in at Culver-Palms. Every attempt will be made to do this in a spirit of grace and hospitality, while maintaining appropriate confidentiality. In addition, the Elders and Minister may decide to enter into a signed covenant of behavior with the person and their spouse which will be attentive to the safety needs of Culver- Palms. The Elders and Minister may make any other provisions deemed necessary to appropriately protect and care for the members of the Culver-Palms congregation.

Employee Screening Procedures

The same procedures set forth above will apply to all potential employees, regardless of ministry position. The Three Month Rule will be waived. Additional interviews will be in depth and include personal interviews from various congregational groups and whatever the Elders and committee deems necessary and appropriate. This information is considered confidential and will be kept secure.

Adult Workers

All Workers must read the Culver Palms Children and Youth Ministry Policy Handbook and sign an authorization that they agree to abide by the Handbook. The Church will keep the Volunteer Authorization and Release in the church office in a locked cabinet. See Appendices B and L.

Youth Workers/Authorized Minors

The Church recognizes that there are times when it is necessary and helpful to utilize persons who are themselves under the age of 18. Youth Workers, 10th, 11th and 12th graders, must have their parents give permission for them to attend a training seminar at Culver Palms to work with our children. The Youth Workers will receive a certificate which certifies their training to work with children. In addition, Youth Workers must be under the supervision of two adult workers and must not be left alone with children. See Appendices E and F.

Annual Employee/Volunteer Review and Education as Needed

Volunteers and employees will be required to attend a yearly orientation meeting to update and educate regarding policies of the CPC. Volunteers and employees will be made familiar with the church safety policies. In addition, when needed, the CPC will educate on appropriate behaviors between adults and children and encourage them to report potentially harmful situations to Minister, Coordinators of the Bible School, Kidskeeper, Members of the CPC, or Elders. Volunteers, Ministry Staff and Authorized Minors are encouraged to take CPR or first aid training. Culver-Palms will provide these trainings periodically for the congregation.

These policy/procedures will be reviewed annually with all volunteers, employees, and ministry leaders to whom it applies. Additional information will be provided to Workers on an ongoing basis via face to face, email and other resources.

SUPERVISION AND PROCEDURES FOR CHILDREN AND YOUTH

Two-Adult Rule

The church will strive to at all times to employ the rule that at least two Workers will be assigned to supervise or lead activities involving children. If a teacher is absent, the teacher or the Coordinator of that age group need to obtain a substitute. A list of all screened Workers will be kept at the Kidskeeper Kiosk.

It is preferable that at least two adults be present for all classroom activities involving children and youth. However, it is recognized that this is not always feasible; therefore, if there are at least two children and one worker, then the classroom door will be left open and the Kids Keeper will periodically check the room. No child should ever be left unattended or alone with just one Worker. If there is one Worker and one child, then they should combine with another class until other children or another Worker arrives.

To be considered one of the two Adult Workers in the youth group, the Worker must be 5 years older than the oldest youth group member. Those between the ages of 18-22 may volunteer with the youth but must be under supervision of those Workers who are 23 or older.

Our goal is to have two adults in the car or our goal is to have two adults at the building with youth but we realize, practically speaking, that does not always happen or work out. If a Worker or minister is left at the church with only one child, the adult will first call to get in touch with the parent and determine when s/he will be there. Next, whether the parent is reached or not, an elder, a co-chair of the child safety committee or the Senior minister will be called to alert them of the situation. It is important for the Worker to be proactive in this possible situation.

A Worker should not be alone with an unrelated child on Church premises or in a Church sponsored activity unless they are engaged in a mentoring relationship described in this Policy.

Mentoring and Counseling

The Church recognizes the benefits of mentoring relationships between Workers and children. Adolescents, in particular, may require more personal spiritual guidance given the challenges of school, home, and personal relationships. In light of this, yet mindful of the increased risks posed, a mentoring relationship must be between a Worker and a child of the same gender and mentoring activities must occur in a public place and with parental consent. The Church will monitor these mentoring relationships through meetings with its mentors.

Ministers are to counsel minors in the church office with the door ajar or door window blinds open and other people present in the church office. Likewise, when counseling adults of the opposite sex, the door should be ajar or door window blinds open and other people present in the church office.

A brochure which explains that in California clergy are mandated abuse reporters will be available in the church offices.

Youth counseling: In instances of youth counseling where circumstances dictate that counseling is most effective on a one-on-one basis, a church staff person or volunteer can meet individually with a child or youth with awareness of and previous consent of that individual's parent. Exceptions to consent may be made for emergencies. Under most circumstances, the Minister or Volunteer should adhere to the following guidelines:

- Notify the parent or guardian of the time and place of the meeting.
- In the case of counseling, if the youth requests that the meeting be kept private, then the Youth Minister must notify the Senior Minister and/or their Supervising Elder (s) of the circumstances.
- Where practical, the meeting should take place in a public location or in a visibly observable location.

Check In and Identification and Release of Children

For children through the 5th grade or younger, a security check-in/check-out procedure is required when the child is participating in a program unaccompanied by his/her parent or guardian. If the child is a visitor to Culver Palms, the adult that brought him/her must sign in at the Kidskeeper Kiosk in the Children's Bible School building.

An adult must sign the child in to the program and provide an emergency number. Parents need to sign in the child's name, the parent's name and the parent's cell phone number. Parents are to leave their cell phones on vibrate and/or note which class they will be attending so that the Kidskeeper or Teacher can reach them in an event of an emergency. Both the child and the adult will receive matching identification badges. An adult must present the identification matching that of the child in order to check the child out of the program. In an event of a problem with proper identification, a Kidskeeper or Bible School Coordinator will be contacted.

For Chinese parents who do not speak English, the Kidskeeper refers them to the Information sheet translated into the Chinese language at the Kidskeeper Kiosk. If additional assistance is needed, contact Maisie Liu or Ying Man in the Chinese congregation. The Chinese parents follow the same procedures as the English speaking parents.

Allergy Alert and *Potty Training Stickers* are available for children to wear if appropriate. Teachers need to know if the child has any possible allergic reactions to foods, bee stings, etc so that the teachers and parents together can prepare a safety plan for the child.

Baptism in Worship

When there is a baptism during Worship, the second hour Bible School Classes will be alerted by one of the ushers. The teachers will bring the preschool and elementary children into the very front of the sanctuary where the teachers with the children will sit on the floor to witness the baptism and stay through the end of the church service. Immediately after service parents need to pick up their children promptly from the teachers at the front of the auditorium.

Open Door Policy

Classrooms and nursery except designated nursing mother room may be viewed from the outside door at any time without prior notice or approval. However, visitors may not enter such areas without being invited by the Coordinator or Teacher. Doors should not be locked if one or more children are inside the room.

If a child needs to be taken early from the class, the parent should talk with the teacher prior to entering the classroom and taking the child. If a child is upset or crying for an extended length of time, the Kidskeeper will notify the parent. Our goal is for children to enjoy, love and learn from Bible School.

Bible School Restroom Procedure

Nursery: Nursery Workers do not change the baby's diapers. If the Worker believes that the child is uncomfortable because of his/her diaper; the volunteer will call the parent's cell phone or have the Kidskeeper go get the parent or the family member who checked the baby in to the nursery. Only the baby's parents, or the check-in relative, will change their child's diaper unless special written notification has been given. Pagers may be assigned to parents dropping their children off in the nursery to help contact parents during worship service.

Preschool: For children in preschool classrooms, an adult Worker should take them to the restrooms on the first floor at the far end of the education building. The Worker first should check to be sure that the restroom is vacant; then, the Worker can allow the child or children inside. The restroom must be vacant when the child/children enter the restroom. Preschool and Kindergarten students should be supervised by a Volunteer from OUTSIDE the restroom door. Prop the door open if necessary. Please retrieve the child's parents if additional assistance is needed.

Elementary School Age: Children in elementary classrooms may be sent in same-gendered pairs to the restroom without adult supervision as long as there is a Kidskeeper in the downstairs hallway. The children should be told to check in with the KK, so s/he will know what is going on. The KK should check the restroom to be sure it is vacant. Children will be given as much privacy as possible in the rest room. If a same gender pair is not possible, then the child can go without an adult escort. The child should be told to tell the Kids Keeper about needing to go to the restroom.

The KK should remain outside the restroom holding the door open. If child/children are taking longer than necessary, the KK should call the child's name to inquire if he or she needs help. If additional assistance is needed the Kidskeeper, should call the child's parent.

For the protection of all persons involved, Workers should never be alone with a child in a restroom with the door closed and never be in a closed restroom stall with a child.

Parents are strongly encouraged to have their children visit the restroom prior to entering Bible Class or participating in a class or activity.

Sanctuary Restrooms Procedure During Worship

Parents: Parents are encouraged to take their children to the restroom before Worship begins. (This statement is in our Order of Worship each Sunday.) If children need to use the restroom during Worship, parents are encouraged to accompany their children to the restroom.

There is a baby changing table in both the men's and women's restrooms in the Fellowship area.

Unaccompanied Children and Youth

During Bible classes and worship assemblies, children will not be allowed to wander through the building or outdoor area unaccompanied by an adult. If a child is found to be wandering around, he/she will be taken to the appropriate class, worship, or to the child's parents or parent in charge.

Violation of Ministry Policy or Procedures of Inappropriate Non-Sexual Behavior

Workers must promptly notify their overseeing ministry Departmental Coordinator of any activity undertaken by themselves or by others, which violates this policy or procedures.

Any Coordinator/Minister/Elder or CPC member who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all Workers in a spirit of grace and truth. The statement of warning should clearly state that the Worker will be removed from working with children/youth if another infraction occurs. Church leaders need to closely supervise and monitor the volunteer.

Workers will be removed from their position if such removal is warranted, or if the Worker poses a potential threat to others.

Appropriate Affectionate Behavior

It is widely known that "safe touching" is important to life. Numerous studies have shown the importance of holding and touching for infants to survive. Likewise, children do not grow and thrive without the "safe touches" of others. We have many examples in scripture where Jesus touched people to heal and to comfort them. The Christian community has a rich heritage of

sharing a loving hug, an arm around the shoulder or a squeeze of the hand to say, "You are loved... I care about you". With safe touching, the child feels as if someone has given to them or has shared with them rather than taken from them. Not all children wish to be hugged by persons outside of their family. It is always wise to ask, "May I give you a hug?" By asking this question, the child is given the permission to refuse if he/she is uncomfortable. It is important in our concern about child sexual abuse that the importance of safe touching is not lost. We need to continue to express Christian love in appropriate ways with children. The healing, comforting, and affirming aspects of safe touch should be emphasized.

Response by Workers to Injuries and Accidents

Minor injuries to a child will be treated, and the person treating the child will complete an incident report to be kept on file. Parents or guardians will be notified of the injury and how it was treated. As a general rule, Workers are not permitted to dispense any internally administered over-the-counter or prescription medications, unless written consent and instructions have been received from a child's parent or guardian. Topical treatment to cuts and scrapes are permissible.

In the event that a child needs more attention than a Worker can provide, a Coordinator or Kidskeeper will be informed. The Kidskeeper will have a list of Culver Palms medical team members and their cell phones which they can call. The parent or guardian will be contacted, and 911 will be called first in an emergency. See Appendix G.

Wellness Policy

The Committee on Control of Infectious Diseases of the American Academy of Pediatrics states a child should not be placed in a classroom with other children when any of the following exist:

- Fever. (child must be fever-free for 24 hours)
- Vomiting or Diarrhea.
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough.
- Common cold (from onset through one week.)
- Persistent cough, sore throat or croup.
- Any unexplained rash or skin infection, including boils, ringworm, impetigo.
- Pink eye or other eye infection.
- Any colored discharge from the nose.
- Any communicable disease.

Emergency Procedures (Fire, Earthquake, etc)

Emergency procedures in the event of a fire will be reviewed at annual teachers' orientation meeting. Workers will be trained in these procedures. Evacuation procedures are to be posted in each room.

First Aid boxes and fire extinguishers will be kept on hand and all workers are to review their locations and contents in the early Fall.

Parent Consent Form for Extra Activities for Preschool and Elementary Aged Children

A Parental Consent Form and a Medical Release Form must be completed and signed by a child's parent or guardian, and given to an appropriate sponsor of an Education and/or Child Ministry activity, before the child will be allowed to participate in any activity that (1) takes place away from the church building and (2) leaves the children in the care of church employees or volunteers unaccompanied by the children's parents or guardians.

The waiver must state the nature of the outing, the time of departure and return, the destination (including the name of the host, address and phone number) the mode of transportation and the cost to the child, if any, and any known risks.

Parents are to pick their children up *promptly* in accord with the ending time of the church event. See Appendix C.

Parent Consent Form for Activities for Youth Ministry

Children who participate in Youth Ministry events at the building need a Parental Consent Form in order to participate. Two Workers need to be present as the children or youth wait for parents to pick up their children. If this is not possible, see the Two Adult Rule section about being proactive. See Appendix C.

Church Sponsored Trips, Retreats and Party Supervision

Youth Ministry and Children's programs are encouraged to provide opportunities for the group to go outside of the church building and into the community. The community provides a variety of outing possibilities to enhance curriculum being taught in a program and to serve the community.

The following are procedures for trips and retreats that are off the church property.

- There must be sufficient adult supervision at all outings.
- Parents must sign Parent Consent Forms for children to participate.
- Volunteer chaperones must complete a Children/Youth Volunteer Application Form prior to supervising an event sponsored by the church located off church premises.
- To be considered one of the Adult Workers the Worker must be 5 years older than the oldest group member.

It is our goal that every sleeping unit (motel room, camp cabin, etc.) has two adults of the same gender (males with males; females with females.) Under no circumstance is an adult to be alone at any time with a child/youth in a sleeping unit. Sleeping units are subject to unannounced visits by a monitor. Adults are not allowed to share a bed with a child or youth unless it is their own child. Parents should be made aware of housing accommodations.

Upon return from a travel event, children and youth will be released only to their parent unless the person in charge of the event has been notified in advance by the parent.

The following ratios are for offsite activities and for events requiring travel:

Children, ages 0—5 2 Adult Volunteers to 6-8 children; 1 volunteer per extra 3-4 children
Children, grades 1-5 2 Adult Volunteers to 10-11 children; 1 volunteer per extra 5-6 children
Youth, grades 6 - 12 2 Adult Volunteers to 16 youth; 1 volunteer per extra 8 youth

Church sponsored parties held in homes must provide additional non-related adult supervision when the children are present in the home.

Church Authorized LOCK IN

All applicable policies noted in the Handbook to protect the safety of children, youth and families will be adhered to in addition to the following procedures.

Parents need to sign a permission form particularly for the LOCK IN. See Appendix J.

Youth also need to sign a form agreeing to abide by the rules of the LOCK IN. See Appendix J

If a participant does not adhere to rules, a parent will immediately be called to pick up their youth. There will be no exceptions.

The parent – youth ratio for LOCK IN needs to be 2 adults to 4 youths and 1 adult extra per each 4 additional youths.

The following are *basic* LOCK IN rules, other rules may be imposed by the supervising adults:

- Everyone must stay indoors at all times within the designated area
- Doors to classrooms must remain locked when not in use
- If the classroom door cannot lock, then the doors must be left open at all times and the lights on
- No pairing off or coupling – boys and girls should not be found in rooms away from the rest of the group
- Lights are to remain “on” in all unlocked rooms, at all times
- No outside food, drinks, etc.
- Boys and girls must be in separate “quiet rooms” for sleeping/resting.
- Bags, purses and personal items must all be kept in a visible area at all times.
- No person shall share items typically used for sleeping (pillows, blankets, sleeping bags, etc).
- Appropriate attire is to be worn at all times. Boys = shorts and shirt at minimum (boxers aren't shorts).
- Girls = Undergarments must be worn at all times (bra's to be specific) and any pajama bottoms have to be long and the tops should fit like a normal t-shirt (no string tank tops).
- Parents need to know sleeping accommodations and plans.
- Teen drivers should not be allowed to drive home the next day.

Transportation

The following rules apply when transportation by volunteers is being provided for children and youth for designated Culver-Palms activities:

- One of the designated leaders of the event must know the driver.
- Driver must be at least 21 years of age and under 70 years of age.
- Driver must have a valid driver's license for the vehicle being operated.
- Driver must have proof of insurance.
- Volunteers and employees who drive children, youth and families on congregational outings need to maintain automobile insurance with a minimum coverage of \$100,000/300,000 for approved sponsored church activities. There must be, when possible, at least three persons in a vehicle, one adult with two children or youth or 2 adults with one child or youth.
- Parents are responsible for arranging transportation to and from an approved activity for the youth.
- Voluntary disclosure or the result of a background check convictions for driving while intoxicated, aggravated assault with a motor vehicle, driving under the influence of drugs, murder with malice with a motor vehicle, reckless driving, evading, gross negligent vehicular manslaughter, or failure to stop and render aid are grounds for disqualification of driving for church events.
- All drivers are advised that in the event of an accident their insurance company is considered primary and the Church's insurance company is secondary. See Appendix H.

Special Post Evaluation for Teen Events

After events such as LOCK INs, retreats, off campus adventures, youth rallies, parties, and such, Workers and Ministers are to fill out an evaluation form regarding supervision of the event or email an evaluation. Parents are also encouraged to fill out an evaluation form of the supervision of the event or email an evaluation. The evaluations will be taken into account by representatives of CPP Committee and Workers to make appropriate changes and for positive learning opportunities. See Appendix K.

Supervision of Teen Volunteers and/or Youth Ministers

Research shows that the most vulnerable group in the church is the teens. We as a church desire for staff and volunteers to model Christian virtues and appropriate behavior. We also want our teens and our Volunteers and Ministry Staff to be safe. It is the responsibility of the Minister or Workers to communicate the parameters of confidentiality, including the need to report any activity that puts the teen or someone else at risk of physical, sexual, or emotional harm (e.g., abuse, drug abuse, cutting, suicidal thoughts, etc.). Workers and Ministers will meet with Overseeing Elder(s), Minister and/or CPC representatives regarding teen activities on a regular basis. The following are some of the items that may be discussed:

- Issues or events that need extra supervision or mentoring
- Appropriate boundaries policies for youth Workers.

Discussion of Sexual Issues

Culver-Palms believes and supports parents as their children's principle sex educators. The Bible School may choose to present classes regarding sexual issues during middle school and high school years. Culver-Palms will present curriculum regarding sexual issues with prior notification to parents. If such discussions are to take place, parents will be required to sign a permission form consenting to attendance by their youth. Prior notification will be given stating the exact nature of the curriculum and general content. If possible, curriculum can be viewed by the parents before the class begins. Teachers for classes of male and female youths will include both male and female teachers.

Because the Bible is a real book about real people there are stories which include sexual issues and questions such as the virgin birth of Jesus or David and Bathsheba. In a discussion of the stories, depending on the age of the children, it is possible that these issues could emerge. Because these standard Bible stories could be included in any class, it is not necessary to notify parents of these stories in advance. However, we invite and encourage parents to talk with their children about what they studied in Bible class.

If a Worker is approached by a child regarding sexual issues of a general rather than personal nature (for example, what does the Bible teach about premarital sex or homosexuality?), the Worker may state what he/she believes is the Biblical position on this issue and include scripture when appropriate. We will speak with grace and truth. The Worker will, whenever possible, encourage the Youth to discuss their questions with his or her parents. The Worker will also notify the parents of their child's question or interest if in the best interest of the child.

Conversations with an individual Youth regarding inappropriate romantic behavior or sexual issues may occur during a church related event. Should this occur, if at all possible, discussion needs to be conducted with two adults present. At least one of the adults should be of the same gender as the child to whom he/she is speaking. If it is impossible or impractical to find another adult, it is recommended that the conversation take place in an area open to the view of others. Afterwards, the Worker should notify the Senior Minister or CPC chair of the incident, stating the reason a second person was not present, the time and date of the conversation, and a short description of the content. In addition, the parent of the youth should be notified of the inappropriate behavior and the resulting conversation.

Procedures for Childcare Provided For Congregational Activities

Childcare provided for congregational activities taking place at the church campus must be staffed by two adult Workers. If last minute cancellations result in one childcare worker, then childcare and the event must take place in the same room.

Prohibited Acts

The following acts are prohibited during any approved congregational activity, whether on church property, in a member's home, or on approved congregational outing or ministry.

- Displays of sexual activity, abuse of any kind, insinuation of abuse of any kind, or evidence of abusive conduct toward a child or youth.

- Physical neglect of a child or youth, including failure to provide adequate supervision in relation to congregational activities.
- Possession of obscene or pornographic material at any congregational activity.
- Possession of or under the influence of illegal substances, alcohol, or drugs.
- Any kind of verbal remarks or texting with sexual connotations, overtones, or innuendos directed to or about a child or youth.
- Carrying of any weapon or threat of emotional, mental or physical harm.

Harassment

Culver-Palms is committed to providing an environment that is free of discrimination. In keeping with this commitment, CPP prohibits unlawful harassment, including verbal, physical and sexual harassment. It is important for all teachers to understand that jokes, stories, cartoons, nicknames, and comments about appearance, sexual content, gender, sexual orientation or racism will not be tolerated.

General Discipline Guidelines

Our goal is for discipline to be approached as a form of teaching with a view towards the child's spiritual development. Children should be expected to behave in such a way that is not disruptive to the class or activity or that would cause anyone bodily harm. As much as possible, positive measures to redirect inappropriate behavior should be used. The following are not acceptable forms of discipline: unattended isolation, spanking, or verbal abuse. For additional assistance with discipline, please speak with the Children's Ministry Committee.

TRAINING OF PERSONS WHO WORK WITH CHILDREN AND YOUTH

The church will annually provide scheduled training focused on issues of child protection for those working with children and youth. Attendance at this meeting will be required of all Workers who will have direct contact with children or youth in the church's ministry. A similar training with more information on the developmental stages of children and youth will be provided to teens who wish to become Authorized Minors.

The training may include:

1. The definition and recognition of abuse,
2. The church's policies on reporting abuse and appropriate forms,
3. The purposes of the policy as protection for children/youth and for church staff/ volunteer workers.
4. The meaning and importance of confidentiality,
5. The maintenance of a positive learning classroom environment, including appropriate discipline and age level characteristics,
6. The appropriate behavior of teachers and all volunteers.

It is recommended that all ministers of Culver-Palms need to have taken or be scheduled to take a class/seminar from a recognized authority on the minister's life, sexual issues and the church which includes a thorough understanding of abuse as well as systemic issues regarding abuse in the church.

REPORTING AND RESPONDING TO ABUSE ALLEGATIONS

As caring Christians, we are committed to protect and advocate for children/youth and Workers participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded and healthy environment for children, youth, and adults in whom they all are protected from abuse or accusation of abuse. It is our legal, moral and spiritual responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place. Our goal is to proceed with grace and truth in all situations.

Notice of Injury, Abuse, or Molestation

If abuse is suspected by, observed by or disclosed to a Worker of the church, that person will report the incident immediately to the Senior Minister or an Elder. They will consult with the CPC on an as needed basis. The Minister or an Elder, whoever initially receives the information, will call to inquire of Child Protective Services (LA County Child Abuse Hotline: 800.540.4000) if this incident meets California law as reasonable suspicion of abuse. This will be followed with a written report to the California Child Protective Services within 36 hours. If the Minister makes the report, the Elders need to be notified immediately of the report. If an Elder makes the report, the additional Elders and the Senior Minister need to be notified immediately.

If the suspected abuse took place on church property or at a church sponsored event, the guidelines listed below must be considered and implemented, as appropriate for the situation. For the purposes of this document and for brevity, we will be using the term "victim" and "the accused." It should be understood that the "victim" means "possible, potential or alleged victim" and "the accused" means "possible, potential or alleged accused."

- Situations must be handled forthrightly, yet with due respect for privacy and confidentiality.
- The church attorney may be consulted as needed.
- Take any allegations seriously and reach out to the victim and the victim's family. Show care and respect to prevent further hurt. Extend whatever pastoral resources are needed. Remember the primary concern is the care of the victim. Respond in a positive and supportive manner to the alleged victim and the victim's family.
- Remove the child from the presence of the suspected abuser.

- Do not immediately confront the alleged abuser.
- Immediately, yet with dignity and respect of the accused, remove the accused from further involvement with children and/or youth. This problem will not be discussed with anyone beyond the Minister and Elders, as need be. Confidentiality in this matter is for the protection of the accused as well as the victim. As God's family on earth the church should not become mired in gossip. The victim and the accused must be reminded of this. Remember the alleged abuser may not be guilty.
- Notify the parents/guardians of the victim and take whatever steps are necessary to assure the safety of the child/victim until the parent arrives. It is important to emphasize that the proper authorities must be notified even if the parent does not wish the incident to be reported.
- Note: If one or both of the parents is the alleged abuser, contact the proper authorities. Follow their advice about the notification of the parents.
- Immediately notify the proper authorities (Child Protective Services). ***Do not attempt an investigation of whether or not abuse occurred. This should be left to professionals who are familiar with these cases.***
- An adequate confidential written or electronic record of all events and interviews must be kept and preserved. The report shall be brief and contain only factual information relevant to the situation.
- Once the proper authorities have been contacted and the safety of the child or youth is secured, the Minister or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties involving children/youth until the investigation by authorities is finished.

If the suspected abuser is not a part of Culver-Palms, the Worker needs to contact the Senior Minister who will then call the LA County Child Abuse hotline to verify that an abuse report needs to be made. If no report is necessary according to Child Protective Services, a notation of the date, time and name of the county employee will be noted. This will be kept confidentially. If the county informs the Senior Minister that a report is needed, he will follow the county guidelines of making a written follow-up report. A copy of the written report will be kept in confidence. See Appendix I.

MISCELLANEOUS

After Coffee and Donuts

The outside doors to the patio are to be closed and locked to secure the downstairs area for our children's safety. The door can be opened after Worship. Whoever is in charge of cleaning up for coffee & donuts would include this as part of their job description. The Chinese church needs to monitor the door and be certain that it remains closed until the end of Worship.

The Chinese Congregation

The Chinese congregation is responsible for their children according to the procedures of the CPP. We encourage their children to attend and participate in Bible Class and in Second Hour Activities. If the parents do not know English, someone who is versed in both English and Chinese should come with them to translate any questions. Children who are frightened and

crying may not be able to stay for class without a parent. If a parent stays in class, we would encourage them to help engage their child in the class activities. The English speaking church and the Chinese church need to work together in making Bible School an inviting and safe place for all our children.

Other Groups Who Meet at the Church

Other groups who meet at the church are responsible for the children/youth with their activities.

APPENDICES

Appendix A **Crisis Response Planning/Strategy**

This is a suggested strategy for the elders.

Crisis Planning

A crisis arises whenever there is written notice of a violation of church policy. This often involves child abuse but could apply to other policies as well such as theft, etc. The most effective way to manage a crisis is by the appointment of a Crisis Management Team (CMT)

- A Crisis Response Team can:
 - Move quickly
 - Give full attention to the crisis
 - Make decisions quickly
 - Protect the privacy of those involved
- The Crisis Response Team should:
 - Be appointed by the Elders
 - Have limited authority
 - Be free to make ongoing decisions and act quickly
 - Report regularly to the Minister and Elders
 - Have *training by an expert* before a crisis occurs
- Members of the Crisis Team should be People who:
 - Are level headed and mature in faith
 - Are well respected by the church community
 - Know the church community well
 - Can drop everything to dedicate themselves to the this policy (for example: 200 hours in the next month; be available from 6am to 6pm for meetings)
- The Crisis Management Team should include ONE member:
 - From the ministry staff or elders
 - With communication skills
 - With pastoral care/ mental health skills
 - With some legal/investigative training
- The Chairperson of the Crisis Management Team:
 - Must be someone who has the respect of the minister and the elders
 - Should have good leadership skills
 - Needs to be capable of running an efficient meeting
 - The Minister should not be the leader; the church needs him to be the pastor and keep the church running
- Consultants retained should include;
 - Lawyers experienced in dealing with these types of matters in the church
 - Professional with experience in the specific nature of the crisis

Responsibilities of the Crisis Response Team

- Develop Crisis Response Strategy
- Most important: Manage information

- Conduct appropriate investigations
- Handle HR issues
- Plan and implement appropriate pastoral care
- Coordinate necessary legal and other risk management activities

Crisis Management Team should also focus on these constituencies if necessary:

- Governmental Authorities
- Media
- Church Insurance Company
- Lastly, public at large

Steps the Crisis Response Team should take:

- Decide upon one person from the team to be the spokesperson
- When they need to get up in front of the church and what do they say?
- When handling communications remember:
 - The smaller the group the more information they need --- Imagine concentric circles. The victim, the accused, the witnesses, other potential victims and their families, the elders, church pastoral staff, youth ministries volunteers and congregation. The victim and the accused need the most information. The congregation as a whole needs the least amount of information. However, the congregation needs to know about the team, the spokesperson needs to reassure them. The spokesperson tells the congregation to trust the CMT to do their job and to speak with the CMT if they have concerns. One of the most important issues for the CMT is to calm congregational anxiety and to stay ahead of the gossip curve. The members of the congregation do not have to hold onto the information. Members can speak to the CMT.
 - Both victim and accused have privacy rights
 - Those involved have the right not to have things said about them which are false
 - Stay ahead of the gossip curve.
 - Should be on a “need to know” basis only.
 - Smaller the group, the more info they need. For example, the victim needs more information than the congregation.
 - Only involve the designated spokesperson ---- only one. There is a problem when lots of voices speak; the congregation does not know who to believe.

The Investigation: Not to see who created the crime but rather how to care for the church

How the team should conduct an investigation

- Interview witnesses
- Interview the alleged victim --- Victims often feel isolated and abandoned. Design a system so they don't feel secluded
- Interview the accused
- Interview others who might be witnesses

How the team should conduct an investigation:

- Gather & consider whatever other evidence might be available
- Never form conclusions until all evidence is in
- Once evidence is in, evaluate it with the following objectives in mind

Objectives of the investigation:

- Determine if there are other victims
- Determine if, based on the evidences, disciplinary action needs to be taken against the accused. Determine if, based on the evidence, disciplinary action needs to be taken against other employees or volunteers
- Determine if church policies and procedures need to be adjusted to prevent similar events in the future
- Do NOT attempt to determine if the accused is guilty of a crime --- Keep in mind: if the accused starts to unburden themselves; you do not have to communicate without the alleged having personal legal representation. Victim's parents may be angry that the church allowed alleged abuser to obtain representation.

Following the investigation, the CMT should:

- Determine what disciplinary action should be taken against the accused
- Determine what disciplinary action should be taken with other employees
- Determine what remedial efforts should be taken to protect those involved
- Continue to monitor all aspects of the crisis
- Develop additional communications to constituent groups until the crisis is concluded
- Respond to tertiary crises as they develop
- Meet with legal counsel to review how the crisis was handled and to explore what additional lessons have been learned
- Make recommendations to the Elders for any additional steps which might be put in place to handle a crisis in the future

Appendix B
Culver Palms Church of Christ
Children & Youth Ministry Volunteer Application

“Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deut. 6:4-6)

Thanks for Volunteering

Thank you for choosing to become a vital participant in the Children's Ministry at Culver Palms and being willing to invest time and energy in this endeavor. We sometimes use the term “volunteers” as a convenient way of referring to those who serve, but we mean people who lovingly respond to Jesus’ call to serve in his ministry. We are thankful that you wish to be part of our service team to our young people at Culver Palms Church of Christ. We are well aware that our volunteers significantly influence the spiritual formation of our children’s faith, whether you serve infants in Cradle Roll or on through the teen years.

About this Application

Your honest answers to the following questions will assure our church family of a safe, secure and caring environment for our children and youth who participate in our programs and for those who work with them. A background check via www.church-screening.com is a requirement for employment and/or volunteer services with Culver Palms Church of Christ. After your background has been checked, Mark Manassee, our Senior Minister, will be notified. The ministry leaders of the Youth and Children’s programs will be notified that you have passed. These leaders will then want to talk to you about your interests and talents with our program. Only Mark will know if you applied and did not pass the background check. You are welcome to speak with Mark, regarding the questionnaire and the process.

About US

We are a community of believers who come from many walks of life reflecting the exciting cultural and ethnic diversity of metro Los Angeles. What brings us together is our spiritual journey. To journey alone is dangerous. To journey without meaning is pointless. To journey with an authentic community of people, is a gift. At Culver Palms you will find Jesus Christ at the center of that journey and Scripture as our guide.

~ Mark Manassee, Senior Minister, www.culverpalms.org

What We Believe:

- The living God is surprising, wild, and passionate while pursuing a living relationship with us.
- The Bible is the remarkable story of God's pursuit of men and women.
- Jesus is the clearest picture of God and the Messiah promised to ancient Israel.
- God lives through the Holy Spirit in Jesus' people.
- Faith is accepting the risk in trusting God with our whole life.
- In baptism, the story of Jesus' life, death, and resurrection becomes our story of forgiveness.
- The Church is the God given group for achieving God's loving purposes on earth.
- Men and women are called to use their gifts in all aspects of the church's life.
- One day God will show his presence in Jesus again and all creation will be made new.

We are glad that you have joined us on the journey! You are welcome to keep this first sheet of paper for your record. Thanks for taking the time to fill out the following application. Put the application in the accompanying envelope, seal it, and send it in the mail to the church.

About You:

Personal

Date: _____

Your Full Name:

Last	First	Middle	Maiden
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Have you ever used any other name? If so, list here.

Address: _____

City, Zip: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Driver's License Number: _____ State: _____

How many months/ years have you been attending Culver Palms? _____ Are you a member? _____

What gifts or experiences do you bring to this ministry?

Briefly describe how you became a Christian and your relationship with Christ today.

List cities and states in which you have lived; any denominations or churches in which you have been a member, including email addresses; and all previous church service, volunteer or paid, you have provided **in the last two years**. Include approximate dates. (Attach a separate page, if necessary, or write on the back of this page.)

<i>Name of Church</i>	<i>Type of Work</i>	<i>Dates</i>	<i>Contact Person</i>	<i>Email/Phone number</i>
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Please provide 1 personal reference not related to you whom you have known **at least one year**. You may include a member at Culver Palms Church.

Name: _____ Phone: _____ Email: _____

List all your previous work (non church), volunteer or paid, involving children or youth **in the last two years**. Include approximate dates, organization names, type of work, name of supervisor, and their email address or telephone number. (Attach a separate page if necessary or write on the back of this page.)

<i>Name of Organization</i>	<i>Type of Work</i>	<i>Dates</i>	<i>Contact</i>	<i>Email/Phone Number</i>

Because this church cares for our children/youth and desires to protect them, a background check is a requirement for employment and/or volunteer services with Culver Palms Church of Christ and the information received will be used solely for these purposes. Any information and/or reports received will be held in strictest confidence and will not be shared with any other entities. We also ask you to answer the following question. We understand the following question is personal and we will protect your privacy.

Are you currently under a charge or have you ever been convicted of or pled guilty to child abuse or a crime involving actual or attempted sexual misconduct or sexual molestation of a minor? _____

If you answered yes, please explain on the back of this application or attach a separate page, if necessary. You may also choose to speak to Mark Manassee, our Senior Minister.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I have not been convicted of nor admitted to committing, nor am I under indictment for any felony, misdemeanor, or deferred adjudication offense involving drugs, child abuse, sexual offenses or moral indecency.

This information contained in this application is correct to the best of my knowledge. I understand that falsifying criminal history information may be unlawful and would lead to revocation of my children’s ministry privileges. I give my permission for an agency authorized to obtain criminal history information to release these facts to the Senior Minister, Mark Manassee, at the Culver Palms Church of Christ. I also authorize any references or churches listed to release any and all records or information. I give the church permission to contact references and appropriate government agencies as deemed necessary in order to verify my suitability in working with children.

Applicant Signature: _____

Date: _____

Office use only: Background checked References checked _____

Name

Date

Appendix C
CULVER PALMS CHURCH OF CHRIST
EVENT PERMISSION SLIP

To Whom It May Concern:

_____ has my permission to go with the
(Name of child/youth)

_____ on the following event:
(Name of group)

_____ at _____
(Event)

_____ on _____
(Location of event) (date of event)

(Parent /Guardian Signature) (date signed)

Phone number in case of emergency:

Where parent/guardian may be reached during the event: _____

Alternate contact in case parent/guardian cannot be reached: _____

Medical/Health Information

- Allergies, medication, hay fever, insect bites, asthma, food, other:

- Other pertinent health history information:

- Does your child/youth have any conditions that would prevent him/her from fully participating in this program? If yes, please explain: (specific activities/foods to avoid)

- List any medication to be taken during the event which will be kept by the leaders during the event:

Preferred Doctor _____ Phone: _____

Preferred Dentist _____ Phone: _____

Preferred Hospital _____ Phone: _____

EMERGENCY MEDICAL AUTHORIZATION

I give my consent for emergency medical treatment by a certified first aider. In the event that additional treatment is needed, the staff of the Emergency Room of the hospital listed above, or one closest to the event location, has my permission to treat my child/youth.

Parent/Guardian Signature: _____ Date _____

Parent/Guardian Name (print) _____

Address: _____

Insurance Information: Carrier _____

Policy Holder _____

Policy Number or ID _____

Appendix D

Kidskeeper Volunteer Job Description

Set Up

- Get to the church no later than **8:45am**. **Open the doors to the Children's wing of the classroom.**
- Set up two temporary desks with chairs in the hallway in front of the main check-in table. Put about five check-in labels and pens on each desk.
- The supplies for the KK are kept in the hall closet right by our KK table. Open the cabinet. They are on the first shelf. Take out a stack of five check-in labels for the main table for parents to check in their children. Replenish labels as needed at each location.
- Obtain a wastebasket from a nearby classroom and place it partially under the table for trash.

Welcome

- Please welcome all the families and children. Many of the children who can write like to help fill out their labels. It is becoming a ritual. (See below what else belongs on the label.)
- Also, other members and visitors enter our building at these doors. You have the opportunity to give them a warm welcome and direct them to adult classes or explain about our classes and worship.
- Sometimes homeless people enter wanting food or money. We introduce them to Mark, one of the elders or a responsible leader/servant. It is best to ask one of the parents or other members to go with them downstairs to find someone who can help them with their need. We want to be welcoming and helpful so we need to be sure that they get in contact with someone who can help them. Please try to remember to tell others about any visitors in need. Of course, we welcome everyone to attend Bible School and/or Worship. Rely on other people to take them downstairs. Please stay at the table and allow others to attend to these people.

The Following are Check-In & Out Policies for Parents, particularly Visitors (Most regular attendees know these procedures but sometimes they may need to be reminded.)

- Explain the Child Protection policy. Please consult the Check-In Procedure statement on the table for more information.
- We are asking that parents sign in all children from infants through fifth grade.
- On the label parents are to put the following items:
 - Children's Name
 - Parent's Name
 - Parent's cell phone number. We then ask the parent to place their cell phone on vibrate and in the silent mode. In that way we can contact them if we need to do so.
 - If the parent does *not* have a cell phone, please have them write which class they will be attending.
- We also have Potty Training Stickers and Allergy Stickers for the children. Please find out their food allergies and ask their parents to alert the children's classroom teacher.
- Parents are to take children to the bathroom before class if possible.
- For infants thru 5th graders, please direct parents to put the badge on their children's back or front and have the parent keep the accompanying stub. (Younger children usually do better with the badge on their back.) When class is over, parents are to present the security stub to their teachers to pick up their baby or child.
- Our policy is: **ALL PARENTS, PLEASE PICK UP YOUR KIDS BY NO LATER THAN 10AM.** The parents need the stub to pick up their child after second hour worship also. (Some teachers of older children work out an understanding with the parents that they will bring their children down to the Fellowship Hall and connect with them at coffee and donuts. This is not preferred but sometimes the reality.)
- Please ring the two buzzers at **9:55am** to remind parents to pick up their children. The buzzers on both sides of the wall that separates the hallway into the stairs that goes down to the Fellowship Hall and up to the sanctuary.
- **Please close the outside doors to the Children's wing of the classroom before you leave the Kidskeeper Kiosk.**

During Bible Class

- Before 9:15am please check all classrooms to see if each classroom has two teachers per room. (This is best done when a parent can remain at the check-in table as you make a check of the classrooms.)
- The church strives at all times to have at least two adult teachers to teach children/youth. If only one teacher is in the room, please first try to ask a parent, elder, or teacher to join that teacher for the Sunday. We are composing a list of teachers for a notebook to be put at the Kidskeeper kiosk. If you can find no one to help teach, the classroom door must remain open or two classes may be combined so that there are two teachers to a class.

Bathroom Procedure

- The preschool teachers may send a child down to you to take to the bathroom, For all children check to be sure the bathroom is empty. Stand with the bathroom door open for the preschoolers to go to the bathroom. Remind them to wash their hands. (We have stairs-stool for them to reach the sink.) If a child has an accident and needs help, ask a teacher from the nursery to assist you in calling the parent or going to get the parent.
- For the elementary school children again be sure that the bathroom is vacant. If two children of the same age come at the same time, allow them to use the facilities. If one elementary aged child comes to use the bathroom, just be certain the bathroom is vacant for their use.

Second Hour and Closure

- Go out right before the children are excused for children's worship. Be at the table to sign in any children who did not attend Bible School. Their parents need to sign them in as before. (See instructions above.)
- After the children are in classes, check through the classrooms of the children's building. No children or youth are to loiter or remain in classroom by themselves or with an unsupervised group. Be sure these children and youth go back to the auditorium or to their parents. Tell them our policy and escort them into auditorium, please.
- After check in, please stay at the table and/or look upstairs in all classrooms. Please escort any "wandering children or youth" to their parents in the auditorium.
- The monitor can be turned on in the nursery to a volume so that you can hear the sermon.
- The Kidskeeper is available for any emergencies that hopefully will *not* arise. There will be a list of members with medical training and their cell phones in the Kidskeeper notebook. In time, the KK notebook will have other valuable information.
- If there is a critical incident such as a child getting a scratch or a bite, please write it on the incident report and also tell the parents about the incident.
- Be sure the outside door is closed.
- Return KK supplies to cabinet inside the closet. Be sure to let Sheila Bost know several weeks in advance if our supplies need to be replenished.
- When the parents begin to pick up their children, the Kidskeeper's job is finished. Time for you to enjoy visiting with the Culver family back in the foyer.

For emergencies please feel free to call my (Sheila Bost) cell (310.968.9106) or Jenny Ricker cell (310.574.1748). We will have our phones on vibrate. Also, please let Sheila or Jenny know if there are suggested changes to the policy. We welcome your feedback. Thanks for being willing to serve.

Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deut. 6:4-6)

Appendix F
Culver Palms Church of Christ
Youth (under the age of 18) Training Permission Form

Thank you for choosing to become a vital participant in the Children's Ministry at Culver Palms and being willing to invest time and energy in this endeavor. At Culver we sincerely believe that God equips all believers to serve in ministry. We sometimes use the term "volunteers" as a convenient way of referring to those who serve, but we're talking about people who lovingly respond to Jesus' call to serve in his ministry. We are thankful that you wish to be part of our service team at Culver Kids Connection. Therefore, it's important to keep in mind that while serving, we are representing both our congregation and the Lord. As we minister to others, we strive to live a life that glorifies God.

Parents and Youth, please fill out this form together. At our training program the Youth will receive valuable information regarding the care, nurture and spiritual education of Culver's children. **The training will also include information regarding child abuse.** Upon completion your son/daughter will receive a certificate that certifies that he/she has completed the Culver Palms Kids Connection Training for Youth. Your son/daughter will be allowed to help in the Children's Ministry at Culver Palms Church of Christ. This training will allow them to work in a classroom/nursery that has at least 2 adults present.

Name of Youth: _____

Name of Parent/Guardian: _____ Date: _____

Address: _____ City : _____ Zip: _____

Parent's Phone: _____ Youth's Phone: _____

Ages of children with whom the youth would like to work:

Remember: You may check more than one.

Nursery Preschool Elementary

I _____
(parent/guardian) hereby give my permission for my son/daughter to participate in a training program.

I _____ (youth)
understand that I am receiving training to work in the Children's Ministry at Culver Palms.

Parent/Guardian Signature

Youth's Signature

Date

Date

Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.
(Deut. 6:4-6)

Appendix G
CHILD AND YOUTH PROTECTION INCIDENT REPORT FORM

Volunteers should prepare a Ministry Incident Report whenever an injury occurs during a ministry function.

1. Notification of the parent is very important
2. The completed and signed report should be submitted to the Kidskeeper. The KK will submit the report to the Coordinator of the Bible School, Co-chairs of Child Protection Committee and any other individuals that they deem necessary.

Minor Injuries:

1. Persons who have received an injury, which is obviously minor, should be given First Aid as needed.
2. The child's parent/guardian should be informed of the injury when they pick up their child.
3. Please fill out an Incident Report. Kidskeeper and the Nursery have these forms.

Serious Injuries:

1. An injury, which may require medical treatment beyond simple First Aid, should be given immediate attention.
2. An attempt should be made to immediately notify the parent/guardian.
3. For a life threatening emergency, please call 911 and give our address: *Culver Palms Church of Christ, 9733 Venice Blvd, Los Angeles, 90034, Telephone number: 310.202.7667.*
4. There is a list of our Culver Palms medical team and their cell phones in the Kidskeeper Notebook at the KK Kiosk.

Reason for report:

Date of incident:

_____ Time: _____

Place of incident:

Name of reporter: _____ Title: _____

Name of Child/Youth: _____

Briefly describe what happened:

Were there any witnesses? ____ Yes No ____ If Yes, please list names.

What action did you take?

Has the incident been resolved?: ____ Yes ____ No Explain:

Please notify the following people:

Parents of Child: _____ Date: _____

Kidskeeper: _____ Date: _____

Coordinator of Age Group of Bible School: _____

Signature of reporter: _____ Date: _____

Appendix J LOCK-IN FORM

Since a Lock-In is a special event parents and youth need to understand the potential problems and therefore, the special instructions for this event. This page needs to be signed by parent and youth in addition to the other permission form in Appendix C.

If a participant does not adhere to rules, a parent will immediately be called to pick up their youth. There will be no exceptions.

The parent – youth ratio for LOCK IN needs to be 2 adults to 4 youths and 1 adult extra per each 4 additional youths.

The following are *basic* LOCK IN rules, other rules may be imposed by the supervising adults:

- Everyone must stay indoors at all times within the designated area
- Doors to classrooms must remain locked when not in use
- If the classroom door cannot lock, then the doors must be left open at all times and the lights on
- No pairing off or coupling – boys and girls should not be found in rooms away from the rest of the group
- Lights are to remain “on” in all unlocked rooms, at all times
- No outside food, drinks, etc.
- Boys and girls must be in separate “quiet rooms” for sleeping/resting.
- Bags, purses and personal items must all be kept in a visible area at all times.
- No person shall share items typically used for sleeping (pillows, blankets, sleeping bags, etc).
- Appropriate attire is to be worn at all times. Boys = shorts and shirt at minimum (boxers aren't shorts).
- Girls = Undergarments must be worn at all times (bra's to be specific) and any pajama bottoms have to be long and the tops should fit like a normal t-shirt (no string tank tops).
- Parents need to know sleeping accommodations and plans.
- Teen drivers should not be allowed to drive home the next day.

I understand these special rules and agree to them.

Youth signature

Parent or guardian signature

Date