

Safety Policies & Procedures 0 – 12th Grades

- ❑ Children 0-5th grades must be registered weekly into the nursery or at the Kreek Kids Check-In Center. Parents will receive a security number or a pager, depending upon the child's age and needs.
- ❑ Children will only be released to their legal guardian or someone designated by the guardian.
- ❑ If a student is injured and requires first aid, at least two adults should be present at the examination of the injuries. A guardian shall be contacted and informed of the injury.
- ❑ Each floor in the Education Center will have a first aid kit accessible and an evacuation plan posted in a visible area.
- ❑ In the event of a large-scale emergency, use the weekly sign in sheets to account for every student.
- ❑ Staff may not use physical punishment, verbally abusive comments, or denial of necessities of care in dealing with a student.
- ❑ If a student is out of control and shows signs of possibly injury to another person, a guardian shall be contacted immediately and they shall be removed from the group. Call 911 if a parent is not available. During this time frame, at least two staff members are to share supervisory watch over the student.
- ❑ All Staff should immediately report any signs of injury or possible child abuse to the Children/Youth Director or Senior Pastor.

Classroom Supervision and Ratios 0 – 5th Grades

- ❑ Two adults should be present in any enclosed classroom setting. An example of an enclosed classroom is the upstairs education room.
- ❑ Although two adults present is *always* preferred, one adult and one approved student helper is acceptable in an open classroom setting. (An example of an open classroom is the lower level classrooms with ½ wall dividers or the nursery with an open view window.) When staffed, a Service Team Leader (STL) will substitute or find someone to help to meet classroom ratios when needed.
- ❑ When insufficient volunteer-to-student ratios are apparent, contact the check-in staff *immediately!* They will close your classroom and accept no additional children into the classroom until sufficient staffing is found. Staffing options include finding a parent partner, a student helper or combining with another age group to meet Student/Staff ratios.

Student/Staff Minimum Ratios 0 – 12th Grades

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|---|-------------------------|
| • 9 th - 12 th Grades | 12 to 1 |
| • 6 th - 8 th Grades | 10 to 1 |
| • 1 st - 5 th Grades | 8 to 1 Min. - two Staff |
| • 4 yrs - Kindergarten | 6 to 1 Min. - two Staff |
| • 2& 3 Year Olds | 4 to 1 Min. - two Staff |
| • Nursery 0-2 Years | 3 to 1 Min. - two Staff |

Reducing Risks/Accusations (Part 1) 0 – 12th Grades

Discretion in staff members personal lives is fundamental to both spiritual integrity and to continuing to do spiritual ministry among students and their families (Ephesians 5:1-12, 15-16). To live wisely and without any hint of sexual misconduct we keep the following standards:

- ❑ Discretion must be used in physical contact with any students. Even innocent behavior can be misinterpreted. A hug around the shoulders, for example is not sexual abuse. But any outward display of affection, appropriate hugging, for example, should be made in a public setting in front of other group members or staff.
- ❑ No wrestling or questionable horseplay should ever occur between staff and students of the opposite sex.
- ❑ Students may not be touched on areas of their bodies that would be covered by a swimsuit.
- ❑ Staff leaders and helpers must always obtain the consent of the student's parent or guardian before picking up an individual student in their car or spending time with the student in any unsupervised situation, such as giving a student a ride to and from an event.
- ❑ If you are going to be arriving home late with a student, for any reason, make it a priority to contact the parents or guardian immediately and let them know why and when you are expected to make it back to the appropriate drop off place with their child.

Reducing Risks/Accusations (Part 2) 6th - 12th Grades

- ❑ One-on-one meetings with a student should always occur in a public place, or a room with an open door, where there is regular human traffic. Never be alone in a parked car or a private place.
- ❑ Always inform your spouse and/or another staff member of one-on-one meetings with students.
- ❑ When a situation arises where you are alone with a student, quickly move that situation to a public setting.
- ❑ Sexual gestures or overtures to a staff member by a student must be reported to the Children/Youth Director or the Senior Pastor promptly.

Dating & PDA's 0 - 12th Grades

We acknowledge that one of the most fulfilling relationships in the Bible and life is the one that a man and woman can share. We recognize that a staff member may establish a relationship with a staff member of the other gender. We also recognize the greatest visible destroyer of ministries is moral impurity. The following policies should be understood in that light.

- No staff member will date a student under the age of 18 or someone who is involved in our ministries.

Dating & PDA's (cont.)

0 - 12th Grades

- Staff members involved in a dating relationship should model appropriate behavior and public displays of affection (PDA). Particularly during church sponsored events where our focus should be on ministry and building relationships with students and/or their parents.
- Staff members who are married should also model appropriate behavior and public displays of PDA's. Students need to see healthy marriage relationships lived out in real life. Let everyone know you love your spouse by your actions and deeds!
- Remember, if you choose to date another member of the staff or church, and if the relationship ends, that person will still be around to testify to your behavior and character.

Code of Conduct

0 – 12th Grades

- **First Impressions:** *"People look on the outward appearance but God looks on the heart."* The first phrase is not the heart of the verse, but it's the truth. Students and adults will base their impression of our ministry on their impressions of us. For this reason, our clothing should be clean, culturally accepted, modest and appropriate for the event being held. The activity should dictate the type of clothing worn. (1 Corinthians 9:19-23).
- **Live your life by priorities and with integrity:** The motives, attitude, and our actions should be transparent to any observer. Our honesty should be testable by Luke 16:10-12.
 1. *Faithfulness in little things*—being on time, keeping our word, following through with students, parents and other responsibilities. Take seriously the things that you commit yourself to: personal and family responsibilities. Learn to say 'no' in order to truly say 'yes' to your chosen priorities.
 2. *Faithfulness in money*—turning in receipts, using care in spending ministry donations, remembering people have sacrificially given that dollar.
 3. *Faithfulness in that which belongs to another*—treating the church building, property and equipment with respect.
- **We are to be appropriate role models:** Some volunteer positions and responsibilities naturally require frequent interaction with students and their families, as well as with those in our community. No one is perfect, but when we lead others we are called to a higher level of conduct. As adult role models, we must be able to use *common sense and good judgment* when making decisions, especially when making 'value choices' for those students in our care. For example: Leaders must use *careful discretion* when choosing movies, music, etc., for ministry use. The use of R-rated movies, is not even an option for junior high students and parental permission is to be required with senior highers. Along with making good entertainment choices, substances used by staff model behavior to students. Since the number one substance abused by teenagers is alcohol, the *common sense and good judgement* decision is for staff to abstain from the use of alcoholic beverages in the presence of students and children. When in doubt about decisions you must make, always check with the Children/Youth Director and/or Senior Pastor to affirm your choice of action.
- **We are to be teachable:** We are to continually seek ways to grow personally, in our ministry skills and in our relationship with God. Our desire should be to pursue a servant's heart for God. Growing Volunteers understand the importance of attending regular corporate worship, applicable training classes, leadership get-togethers and being active in a community building small group for accountability and encouragement.



Adult Statement / Waiver / Release

I have read the Children/Youth Volunteer Policies, Procedures and Code of Conduct.
(Teachers & Key Volunteers, please read and initial.) _____ Initial

I, the undersigned, give my authorization to Allen Creek Community Church representatives—hereafter referred to as The Church—to verify the information on these forms. The Church may contact my references and request background reports in order to verify my suitability as a children or youth worker. I hereby request and submit to The Church background checks on myself from the (state) Department of Social Services and any other local, state or national agencies deemed necessary.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for student ministry. In consideration of the receipt and evaluation of this application by The Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, because of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the bylaws, statement of faith and policies of The Church, and to refrain from conduct that is unbecoming to The Church and it's mission. If I violate these guidelines, I understand that my volunteer status may be terminated. By signing this application, I state that all of the information given about myself is true.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND APPLICATION AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement which I have read and understand.

Signature Date

Witness Date

Print name (Include middle name)

Print maiden name if applicable

Print all aliases

Print date of birth Print place of birth

Office Only – Record sent to and verified by: _____ Date _____

Please attach a copy of your Washington State Driver's License.
(Copy can be made free at Allen Creek Community Church)