



Child Protection Policy

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Our Vision: Generations of Godliness

“Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deuteronomy 6:4-9, ESV)

“But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus.” (2 Timothy 3:14-15, ESV)

Our Mission: To Glorify God by Building Healthy Disciples

The children’s ministry of West Center Baptist Church (“the church”) exists *to glorify God* by:

- Maintaining a safe and secure environment for our children.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4).
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17).
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10).
- Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1).
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining the highest ethical standards, such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children to one day walk with God as adults, which means getting them ready to be a part of the public services and Lord willing, one day, a fully participating adult member.

Staff and Volunteer Expectations

- Being on time, prepared, and ready to accept children before the designated start time
- Communicating with a substitute for yourself when sick or away
- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children
- Regularly attending the morning church service

Child Protection Policy Overview & Contact List

Our primary concern is that the children are safe while they are in our care.

To this end we:

- Screen all volunteers
- Require training for all volunteers
- Employ scheduling procedures and volunteer/child ratios that optimize safety
- Have first aid kits readily available
- Educate our volunteers about recognizing child abuse and encourage them to report any known or suspected abuse to church leadership and to appropriate governmental authorities consistent with applicable laws
- Adhere to a healthy child policy for admittance to classes
- Adhere to a two-volunteer/room policy whenever possible
- Ensure that volunteers are not in isolated settings youth or children
- Employ hall monitors to promote and maintain safety in the building, when possible
- Equip our volunteers to know how to evacuate children safely in case of an emergency
- Adhere to safe building procedures

Contacts

- Church Office: 605-256-3027; wcb@westcenterbaptist.com
- Administrative Assistant: Jackie Salmen; jackie.s@westcenterbaptist.com
- Pastors:
 - Justin DeBerry 520-904-8885; justin.d@westcenterbaptist.com; Trevor Schubert 270-3802; trevor.s@westcenterbaptist.com
- Elders:
 - Joel Molascon 270-9369; Brett Pierce 480-0542; Doug Sims 270-5612; Gordy Salmen 940-7682; Jeremy Peters 270-7983
- Deacons:
 - Keefe Nelson 270-2516; Ben Liscano 251-5422; Marli Wiese 270-0786; Angela Peters 999-3931; Duane Pierce 256-4843; Isaac Kurtz 929-0992; Steven Sims 360-8401

Parameters for the Child Protection Policy

This child protection policy applies to all children birth through age 18 who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or specific children's ministry-related church-sponsored activities (examples include but are not limited to: parenting and marriage seminars, Bible studies held at the church with accompanying childcare, Vacation Bible School, Children's Church, AWANA, youth group). The term child or children, used in this policy, will also apply to those youth aged. Any form of abuse, harm, neglect, or other problems related to children or youth at home, school, or in any Bible-study, activity, or venue not directly related to children's ministry at WCB is not covered by this policy; however, volunteers will follow appropriate steps to report any known or suspected abuse, harm, neglect, or problems that may cause harm to the children.

Violations of the Child Protection Policy

West Center Baptist requires that all volunteers adhere to the parameters set forth in the Child Protection Policy. It is also the responsibility of all volunteers to report violations of the CPP following the standard of "if you see something, you say something". In the event that the Child Protection Policy is violated:

- Violating volunteers may be asked to step away from the volunteer position
- Observed behavior will be documented using the Child Safety Incident Report (Appendix 4)
- The pastors, elders, and/or deacons for WCB will meet with those that have violated the CPP
- The pastors, elders, and/or deacons will determine if further action is required on behalf of WCB

In the event that the CPP was violated, the volunteers must record any such incident on the Notification Form: Necessary Deviation from Policy Form (Appendix 5).

Protecting the Children Before They Arrive

Volunteer Screening Procedure

To ensure safe and quality care, WCB has established several criteria that all volunteers must meet in order to work with our children or youth:

- Be WCB members in good standing (exceptions require approval from an elder) Volunteer Exception Form (Appendix 3)
- Be eighteen years of age or older to be lead volunteer. Youth who are twelve years of age or older are welcome to serve as assisting volunteers
- Satisfactorily complete a background check and other appropriate screening checks stated in the WCB Child Protection & Ministry Commitment Renewal Form (Appendix 2)—Background checks will be processed through Sterling Volunteers.
- Complete the WCB Child Protection & Ministry Commitment Renewal Form (Appendix 2) each year of volunteering
- Repeat screening procedures and criminal background checks for volunteers
- Attend any Children's Ministry training meeting
- Be approved to volunteer by the pastors, elders, and/or deacons

*All volunteer records are strictly confidential and may only be viewed by appropriate church officials.

Protecting the Children as They Arrive and Depart

Arrival and Departure Times

Volunteers will ensure that parents, guardians, or the adult responsible do not leave their child or youth until two or more volunteers are present for any activity through WCB. Two volunteers in the upstairs Sunday school area will qualify; but two volunteers must be present in each classroom once Sunday school begins.

Nursery Volunteers should be ready to accept children approximately 15 minutes prior to the start of any session, so that parents have enough time to transition their children.

Sunday School Teachers should be ready to accept children at the start of any session and promptly transition themselves from the church worship service to the classroom.

Parents, guardians, or the adult responsible are encouraged to pick up their children immediately after the conclusion of any WCB Children's Ministry activity or session.

Volunteers will ensure that at least two volunteers, when possible one being a female, are present until all children are picked up or until all youth have left from any WCB activity.

In the event that a child or youth is not picked up within 15 minutes of the end of any WCB Church Children's Ministry activity, volunteers will send other volunteers to locate the parents, guardians, or the adult responsible, and then volunteers will call the listed contact information on the WCB Children's Ministry Registration Form (Appendix 7). If parents, guardians, or the adults responsible are not located within thirty minutes and the listed emergency contacts cannot be reached, the proper authorities will be called and pastors, elders, and/or deacons will be notified.

Special Needs

Parents or guardians of, or the adults responsible for, children with special needs are encouraged to contact the church office (605)-256-3027 or any church leader to fill out a Special Medical Needs Agreement Form (Appendix 6) before signing the child into Children's Ministry Activities. This is to give volunteers any instructions or suggestions on how to care for the child.

Registration and Check-in/Check-Out for WCB Children's Ministry Activities

All parents, guardians, or the adult responsible must fill out a Children's Ministry Registration Form (Appendix 7) the first time they attend any WCB Children's Ministry class/event and then annually in the month of September.

Sunday Morning Arrival

- The WCB children's church, nursery, and each class will receive a printed roster which includes the participating children, parent/guardian/adult responsible contact information, allergies, and medical conditions for the children registered for Children's Ministry Activities in the coinciding class.
- The parents, guardians, or the adults responsible for ages Nursery through 5th grade must sign in each child into their appropriate classroom by signing the class roster. The nursery roster will also include arrival and departure time to clarify when the child was in the care of WCB volunteers.
- Youth ages 6th grade through 12th grade will sign themselves in on their appropriate sign in roster as they enter the classroom. Volunteers should take note of any allergies or medical conditions of the kids in their care for each session.
- The WCB Children's Church is for children 3-5 years old. The children are welcome to be accompanied to children's church after the last praise song in the worship service. A parent, guardian, or the adult responsible must check the child/children into the class by signing the class roster.
- In the WCB children's church, nursery, and classrooms, the volunteers should write in any guests on the classroom roster (with contact information of the guardian or adult responsible for bringing the child/children). Youth that are guests should also sign in on the appropriate sign in roster. After the first visit to any WCB Children's Ministry Events, as a guest, children need to be registered to participate in any future events.
- Parents, guardians, or the adult responsible should keep their cell phone with them and on vibrate in case they need to be contacted.
- Parents, guardians, or the adults responsible must remain on the church premises while their child is checked-in to the nursery (including AWANA nursery and VBS nursery), children's church, and Sunday School (exceptions are made for Wednesday night youth, AWANA activities, or VBS activities).

Sunday Morning Departure

- Only the parents, guardians, adults responsible, and those listed by parents with permission on the WCB CM Registration Form (Appendix 7), are authorized to pick up the child.
- A child/children attending children's church must be picked up within 15 minutes after the worship service. Children will not be released from children's church or sent to Sunday school without being picked up by their parent, guardian, or the adult responsible. If the parent, guardian, or the adult responsible needs to be contacted the volunteer will call their cell phone.
- The exceptions to allowing someone other than the listed parents, guardians, or adults responsible, and those listed by parents with permission on the on the WCB CM Registration Form (Appendix 7), to pick-up a child/children are:
 1. In the event of an emergency that would result in neither parent, guardian, nor the adult responsible, being available to sign out the child at the end of a session, the child will be released to the care of two adult volunteers consisting of at least one female when possible.
 2. A parent may make prior arrangements with the volunteer or WCB staff to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session. With the permission from the parents, guardians, or the adult responsible this could include an older sibling as listed on the WCB CM Registration Form (Appendix 7).

3. If a child brings a friend to a WCB Children's Ministry event, the parent currently responsible for that child (the friend) may sign them in and pick them up.
- If there is a question as to the identity of an individual picking up a child, volunteers may ask to see a Driver's License.
 - In the event that a child or youth is not picked up within 15 minutes of the end of any WCB Church Children's Ministry activity, volunteers will send other volunteers to locate the parents and then volunteers will call the listed contact information on the WCB CM Registration Form (Appendix 7). If parents are not located within thirty minutes and the listed emergency contacts cannot be reached, the proper authorities will be called and pastors, elders, and/or deacons will be notified.

Youth Activity Arrival & Departure

- Parents, guardians, or adults responsible will register youth using the Children's Ministry Registration Form (Appendix 7). Youth that would like to attend events and activities at WCB will also sign and agree to the WCB Ignite Youth Ministry Covenant (Appendix 8).
- Parents, guardians, or the adults responsible are welcome to drop off their youth, and youth are welcome to arrive if they drive themselves, at the starting time of scheduled youth group events and meetings only if there are two or more volunteers present, with one being female whenever possible.
- Youth ages 6th grade through 12th grade will sign themselves in on their appropriate sign in roster to help volunteers know which youth are in attendance. Volunteers should take note of any allergies or medical conditions of the kids in their care for each activity.
- Youth that are guests should also sign in on the appropriate sign in roster. After the first visit to any WCB Children's Ministry Events, as a guest, youth need to be registered to participate in any future events.
- Parents, guardians, or the adults responsible are encouraged to promptly pick up their youth at the designated conclusion times of the group events and meetings. Youth that can drive will be dismissed at the designated conclusion times. Volunteers will ensure that at least two or more volunteers are present until all youth have left the group events or meetings, with one volunteer being female whenever possible.
- We ask that volunteers do not offer to give the youth a ride home or be alone with the youth in a vehicle. If circumstances demand that the youth needs a ride home, the volunteer must have parental/guardian consent and if possible also have one other adult in the vehicle, preferably not two males.
- Only the parents, guardians, adults responsible, and those listed with permission on the listed on the WCB CM Registration Form (Appendix 7), are authorized to pick up the youth. The exceptions to allowing someone other than the listed parents, guardians, or adults responsible on the WCB CM Registration Form (Appendix 7), to pick up a child/children are:
 - In the event of an emergency that would result in neither parent, guardian, nor the adult responsible, being available to pick up the youth at the end of a session, the youth will be released to the care of two adults, consisting of at least one female whenever possible.
 - A parent, guardian, or the adult responsible may make prior arrangements with the volunteer or WCB staff to allow for someone other than him/herself or his/her

spouse to pick up the youth at the end of a session. With the permission from the parents, guardians, or adult responsible this could include an older sibling as listed on the WCB CM Registration Form (Appendix 7).

- If a youth brings a friend to a WCB Children's Ministry event, the parent currently responsible for that youth (the friend) may drop them off and pick them up.
- If there is a question as to the identity of an individual picking up a child, volunteers may ask to see a Driver's License.
- In the event that a child or youth is not picked up within 15 minutes of the end of any WCB Church Children's Ministry activity, volunteers will send other volunteers to locate the parents, guardians, or adults responsible and then volunteers will call the listed contact information on the WCB CM Registration Form (Appendix 7). If parents, guardians, or the adults responsible are not located within 30 minutes and the listed emergency contacts cannot be reached, the proper authorities will be called and pastors, elders, and/or deacons will be notified.

Wednesday Evening/Vacation Bible School

- Children Pre-K through 5th grade participating in Awana or Vacation Bible School will be signed in at the registration table located in the front entry or just outside the front doors.
- Volunteers should take note of any allergies or medical conditions of the kids in their care.
- Promptly following Awana or VBS activities, parents, guardians, or adults responsible will sign out children Pre-K through 5th grade at the registration table or with the appropriate VBS leader.
- Only the parents, guardians, adults responsible, and those listed by parents with permission on the on the WCB CM Registration Form (Appendix 7) are authorized to pick up the child. The exceptions to this are:
 - In the event of an emergency that would result in neither parent, guardian, nor adult responsible being available to sign out the child at the end of a session, the child will be released to the care of two adults, consisting of at least one female whenever possible.
 - A parent, guardian, or adult responsible may make prior arrangements with the volunteer to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session. With the permission from the parents, guardians, or adults responsible this could include an older sibling as listed on the WCB CM Registration Form (Appendix 7).
 - If a child brings a friend to a Children's Ministry event, the parent currently responsible for that child (the friend) may sign them in and pick them up.
- If there is a question as to the identity of an individual picking up a child, volunteers may ask to see a Driver's License.
- In the event that a child is not picked up within 15 minutes of the end of any WCB Church Children's Ministry activity, volunteers will send other volunteers to locate the parents, guardians, or adults responsible and then volunteers will call the listed contact information on the WCB CM Registration Form (Appendix 7). If parents, guardians, or adults responsible are not located within 30 minutes and the listed emergency contacts cannot be reached, the proper authorities will be called and pastors, elders, and/or deacons will be notified.

Church-Sponsored Events Traveled to Not at A WCB Facility

For events that occur offsite, outside of WCB facilities, or out-of-town (for example: camp or retreats) that children and youth may travel to the following precautions will be taken:

- Parental or guardian permission to travel with volunteers and/or attend activities will be obtained through the WCB Offsite Participation Form (Appendix 9).
- Whenever possible, the two-volunteer rule is encouraged during travel in vehicles and at all functions attended by WCB children and youth.
 - If only one volunteer is available to drive, two or more children/youth should be in the vehicle to reduce one-on-one isolation.
- Volunteers will have a binder of information including the names of children in their care, emergency contacts, any special medical needs, and any special medication
- Children and youth may not leave the site or location.
- Youth may not drive themselves or a group of friends to events that occur out of town, such as camp or retreats.
- In the event that a child/youth's behavior warrants correction or discipline, volunteer will follow those set forth in the Child Protection Policy. If behavior warrants removal from an offsite or out-of-town event, parents or guardians will be contacted immediately.
- Staff and Volunteers will adhere to volunteer rules as stated in this Child Protection Policy.

Protecting the Children While They Are in Our Care

Two Volunteer Rule—Reducing Isolation

- For Nursery and Children's Ministry, two qualified volunteers (two adults 18 or older, or one adult and two youth ages 12-17) must be present in each classroom, whenever possible.
- During the time of Church Worship Services and Children's Church, we aim to have five qualified volunteers between the basement classroom and nursery areas. Preferably three volunteers in the nursery and two in children's church.
- Normally, one volunteer must be an adult female. Exceptions to this rule may be made at the discretion of the pastors and/or elders and by following the Volunteer Exception Form (Appendix 3).
- Volunteers must only and always interact with youth and children in a context where they can easily be observed by other volunteers and/or parents.
- Staff and volunteers must never leave a child alone in a classroom.
- We ask that volunteers not offer to give a ride home or take a child alone in a car. If circumstances demand that the child needs a ride home, the volunteer must have parental or guardian consent and if possible, have one other adult in the vehicle, preferably one being female.
- One on One Youth Mentoring (6th-12th grades) – Volunteers should communicate with the student's parents regarding the nature of the mentoring relationship and strive to reduce isolation by meeting with the student in a public setting or a place where there is someone who could check in unannounced. parental consent.

Visibility

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

Rest Room and Diaper Changing Procedure

Nursery and Children's Church—During Worship Services

We aim to have five volunteers present in the basement area during church worship services between nursery and children's church. If a child in the nursery needs to use the bathroom, one of the two or three nursery volunteers will ask the help of one of the two children's church volunteers (and vice versa, if a child in children's church needs to use the bathroom). This will typically leave two volunteers in the nursery. The children's church volunteer would accompany the third nursery volunteer and child to the basement women's restroom. The children's church teacher would wait with an open door between the classroom and the restroom entrance. Due to the location of the children's church classroom and the basement women's restroom, the volunteer will be able to be observant to both the classroom and the bathroom.

Nursery—During Sunday School

If a child in the nursery needs to use the bathroom, and there are only two volunteers in the nursery, one volunteer will ask the help of two adults from the basement Sunday school classes, with one preferably being a female. The adults will be aware ahead of time, so they know their help may be needed. Specific individuals will be on a list for nursery volunteers. These volunteers could have their cell phone ready to receive a text message if help is needed. These two extra people would be divided, with one sent to the nursery and the other to go along to the basement women's bathroom. Due to the location of the bathrooms in the church, this would help to maintain the two-volunteer rule.

Sunday School Upper Level

If a child in the upper level Sunday school classrooms needs to use the bathroom, and there are only two volunteers in the classroom, one volunteer will ask the help of two individuals from the youth Sunday school classroom. These individuals will be asked ahead of time, so they know their help may be needed. One Sunday school teacher would step out, leaving the classroom door open, and inform the two youth that help is needed. They may also text the youth Sunday School teacher that help is needed. The extra two youth would be divided, with one sent to the classroom and the other to go along to the bathroom. Due to the location of the bathrooms in the church, this would help to maintain the two-volunteer rule.

Awana/VBS

Due to the frequent rotation of activities during Awana and VBS, leaders will make a bathroom stop with all children in their groups either before or after game time using the bathroom facilities on the main level by the water fountain. Those needing to use the restroom will use the bathrooms one at a time.

In the event that a child needs to use the restroom when their groups is not rotating activities during Awana, two Awana commanders, listeners, or extra youth helpers will step in to cover groups and assist with bathroom trips. In the event that a child needs to use the restroom when their groups is not rotating activities during VBS, two VBS leaders or extra youth helpers will step

in to cover groups and assist with bathroom trips. The volunteers will do their best to ensure that the entire group is with two volunteers and that the individual needing the bathroom is with two volunteers as well.

General Bathroom Procedures

Diaper Changing Procedure

Parents or guardians of, or the adults responsible for children who wear diapers are asked to change their children *prior to* signing them into the classroom. Volunteers will change diapers only as needed during the service. Diapers must be changed in the presence of at least one other volunteer. Volunteers must wear an unused pair of disposable medical gloves during each diaper change. Volunteers must also use hand sanitizer after changing a diaper or wash with soap if a sink is available.

Potty-Trained Children through Pre-K Classrooms

Parents, guardians, or adults responsible should take their children to the restroom prior to signing them into a class. We request that if a child is not fully potty-trained, they would be in a disposable diaper. This allows Sunday school teachers to be able to focus on the Bible lesson at hand and also to maintain the two-volunteer rule. In the event that a child needs to use the restroom, the volunteers will get the extra youth volunteer help to cover the classroom and bathroom as stated above. The volunteers should wait outside the closed restroom door. If a child is taking longer than seems necessary, one volunteer should knock on the bathroom door and call the child's name. The volunteer should aim to be in line of sound but not sight. If a child requires assistance, the volunteer should first aim to help by instructing but not touching. If a child requires additional assistance, the worker should then prop open the bathroom door, and leave the stall door open as they assist the child. The child and the volunteer must wash their hands with soap and water before returning to the classroom.

Due to the location of the women's basement restroom, a woman volunteer may accompany the child to the restroom and wait on the opposite side of the bathroom divider or wait near the door.

K to 5th Grade

Children ages Kindergarten through 5th Grade shall be encouraged to use the restrooms before the start of Sunday school classes. In the event that a child needs to use the restroom, the volunteers will get the extra youth volunteer help to cover the classroom and bathroom as stated above. The volunteers should wait outside the closed restroom door. If a child is taking longer than seems necessary, one volunteer should knock on the bathroom door and call the child's name. The volunteer should aim to be in line of sound but not sight. If a child requires assistance, the volunteer should first aim to help by instructing but not touching. If a child requires additional assistance, the worker should then prop open the bathroom door, and leave the stall door open as they assist the child. The child and the volunteer must wash their hands with soap and water before returning to the classroom.

6th Grade through Youth

6th through 12th grade shall use the appropriate restroom on their own, by notifying the volunteer where they are going. No volunteer or other child should accompany him/her. Children will not be allowed to go to the bathroom in pairs. Youth should go into the designated bathroom of their biologically born gender.

Appropriate Discipline

All children's ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Redirecting Acceptable means of redirecting inappropriate behavior may include:

- (1) Correcting the child verbally
 - (2) Withholding a certain privilege or activity for a brief time
 - (3) Or, separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). During correction, a child should not be removed from the classroom.
- Volunteers will be encouraged to notify parents, guardians, or adults responsible if a child has been redirected with the above steps 1, 2, or 3.

Correction should be discrete, in the classroom (not in the hallway) and never outside of the sight of others. Steps of correction might include (depending on the age of the child):

- (1) Removing the child from the situation or problem
 - (2) Pointing out the problematic behavior; talking to the child about his/her sin and need for Christ
 - (3) Praying for the child and redirecting to a new activity
 - (4) Helping the child to reconcile with the offended children when appropriate. Volunteers should view misbehavior as an opportunity to introduce children to the gospel.
 - (5) If discipline issues become consistently problematic and parents, guardians, or adults responsible have already been made aware of the situation, a pastor or elder will be notified by appropriate volunteers and the child will be allowed to attend WCB Children's Ministry activities after the child and parents, guardian, or adults responsible have meet with a pastor or elder.
 - (6) If a child severely injures another child, either by accident or purpose, WCB will ensure that volunteers promptly notify a pastor, elder, or deacon. The pastor, elder, or deacon will then be in communication with the parents of the child who injured and also with the parents of the injured child.
- Parent, guardians, or adults responsible will be notified if a child has been corrected with the above steps 1, 2, 3, or 4.

Be consistent with all the children in your care. Volunteers should never *yell at, spank, or hit a child*. If volunteers and other children are being physically threatened by another child and the volunteer has concern for the safety of the group, the volunteer will attempt to remove the other children from the classroom and parents, guardians, or adults responsible will be found immediately. For further information regarding discipline, please speak with appropriate church leaders.

Physical Touch Policy (Volunteer-to-Child)

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or of showing godly love and care, it can also be easily misinterpreted. The following policy is therefore in place to protect the children and any false accusations against volunteers.

- Always remain in open sight of other adults.

- Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting in laps, diapering, assisting in the potty, etc.) will not be appropriate for grade school children or youth.
- In the nursery, men may change diapers only when a woman is present in the room. Due to the basement bathroom location, females will take children to the bathroom and/or assist in the potty.
- In the nursery, in the event of soiled clothing due to bodily fluids, a volunteer may change the clothing only when another volunteer is present in the room.
- All caregivers should refrain from the following activities: roughhousing, wrestling, or giving shoulder or piggyback rides to children. Physical contact in-group activities such as ultimate Frisbee, touch football, etc., is reasonable and understandable, but the principle is to be above reproach in all relationships--e.g., in the same way a married person would not be in a car alone with someone of the opposite sex, etc.
- Use care and discernment when hugging a child. Brief side-hugs when greeting or comforting a child are generally appropriate. Prolonged, frequent, or frontal hugs are not appropriate. In older classes, workers should not initiate hugs, particularly towards children of the opposite sex; if an older child initiates a hug, redirect them to a more appropriate contact, such as a brief side hug or a gentle "high-five," etc.
- Only touch children in "safe" areas and for brief times, with no rubbing or massaging. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of a child's head. Never touch a child on or near any region that is considered private or personal, unless changing diapers or assisting individuals with disabilities or preschool children in the potty.
- In the event of a medical emergency due to severe lacerations, broken bones, or wounds two volunteers must be present if clothing needs to be removed to medically treat a child or youth.
- In the event of a medical emergency and an Epi-pen needs to be administered the volunteers will follow specific parental or guardian instructions outlined in the Special Medical Needs Agreement Form (Appendix 6) which may involve removing clothing to administer to the upper thigh or to the buttock's regions of the child or youth.
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.
- If there are any questions about how to interact with children in an appropriate manner, feel free to direct your concerns to appropriate church leadership.

Food & Drink

Administering Snacks and Food

If a child has an allergy notification on the attendance book or is wearing an allergy alert tag, the volunteer MUST check with the parent, guardian, or adult responsible to determine the nature of the allergy before any food is given. If instructions are not clear, no food should be given to the child without further clarification from the parent, guardian, or adult responsible.

Birth to 2 years-old

We offer a church supplied snack. Parent-provided snacks for those children with allergies can be put in their child's cubbies and served by volunteers. A parent, guardian, or adult responsible must notify the volunteers of their "parent-provided" snack for their child each time. Due to allergy risks, "parent-provided" snacks will only be allowed at the discretion of volunteers, and after the allergy list for all children in attendance has been checked for the children under 2 years-old. If your child

needs milk, it must be provided by parents, guardians, or adults responsible in a bottle or sippy cup that is clearly marked with child's name. Parents, guardians, or adults responsible must write instructions of time to offer milk. The child will not be allowed to walk around with bottle/cup, the volunteer will instruct the child to sit down until finished drinking. Once child is done drinking bottle/cup, it must be put back into diaper bag of that child.

3-Year-Olds to Kindergarten

We will offer a church supplied snack to the children while they are signed in under our care only during the summer. During the year they will get a snack during Sunday School. If a parent, guardian, or adult responsible desires to feed their child at a certain time during the services, we ask that they check their child out of class and administer the food personally. Parent-provided snacks for those children with allergies can be given to the volunteers. A parent, guardian, or the adult responsible must notify the volunteers of their "parent-provided" snack for their child each time. Due to allergy risks, "parent-provided" snacks will only be allowed at the discretion of volunteers, and after the allergy list for all children in attendance has been checked for the children 3 years-old to kindergarten.

1st – 5th Grade

We will offer a church supplied snack in class. Use the previously specified precautions to prevent allergic emergencies.

Youth

Food will be frequently served at youth group or at activities. Parents, guardians, or adults responsible will notify volunteers of any allergies that youth may have on the Special Medical Needs Agreement Form (Appendix 6). We also expect that youth are old enough to know of their allergies or limits and parents, guardians, or adults responsible should have conversations with their youth to what is allowed within their family.

Awana / VBS

Snacks will be frequently served at Awana / Vacation Bible School. Parents, guardians, or adults responsible will notify volunteers of any allergies that children may have on the Special Medical Needs Agreement Form (Appendix 6). Volunteers will remain alert to all allergies of the children in their care and also use the previously specified precautions to prevent allergic emergencies.

Allergies

Your child may be given a snack while they are in volunteer care at WCB.

All allergies will be noted on the Special Medical Needs Agreement Form (Appendix 6) when the child is registered for the Children's Ministry Programs.

- Parents or guardians of, or adults responsible for a child with allergies to any food/drink will be responsible for alerting a volunteer at WCB Children's Ministry activities. The volunteers must tell all other volunteers in the classroom and the Children's Ministry Leader.
- Parents, guardians, or adults responsible are responsible for updating the volunteers if new allergies develop after registration for the current ministry year.
- If there are food items that a child is allergic to in the classroom, the food items will need to be removed.

Special Medication or EPI Pens

1. A personalized plan will be developed with parents, guardians, or adults responsible based on the completion of our Special Medical Needs Agreement Form (Appendix 6), for those children that have an Epi Pen or are required to take medication for medical conditions (ex. Seizure medication). WCB will ensure that all appropriate volunteers are aware of severe allergies or medical conditions. The Epi Pen or required medication will be placed in the medical pouch in the leader's binder and will be readily available. The leader will ensure that the binder is with them if they are rotating to different activities at events such as Awana, VBS, or youth retreats. If the child has a carrying case, bag, or purse for an Epi Pen, they may carry the Epi Pen themselves if the parents, guardians, or adults responsible deem appropriate on the Special Medical Needs Agreement Form (Appendix 6).
3. "Epi Pen" or "Required Medication" needs to be written on attendance sheets by child's name.
4. Inform Children's Ministry Leader and all teachers in the classroom of the Epi Pen or Required Medication, and specifically when and how it should be administered to the child.

Building/Facility Security

In order to ensure a safe environment for children and youth the following security precautions will be taken in regard to the WCB facilities:

- All persons who have a key to WCB will be recorded and keep on file with the Administrative Assistant. WCB will ensure that all persons who have a key to facilities are authorized to do so.
- During WCB office hours, the WCB facility will have all exterior doors locked except for the south facing front glass doors.
- All WCB doors will be locked during non-office hours and when there is no staff person present at WCB.
- During Sunday morning worship the west side entry doors will be locked approximately 10 minutes after the worship service begins. Due to the location of the nursery, this limits unauthorized access.
- During Sunday morning worship the door separating the fellowship hall from Children's Church and the nursery will be locked approximately 10 minutes after the worship service begins. Due to the current building design, WCB will work to prevent unwanted access by entering the building and going down to the children's church room and nursery. Parents will have access to the nursery and the Children's Church rooms through the west side stairs at the back of the sanctuary. The door will be unlocked at the conclusion of the Sunday morning worship service.
- During Wednesday evening Awana, all involved will enter and exit through the south facing front glass doors.
- During Wednesday evening Awana, the south facing front doors will be locked shortly after check-in and remain locked while activities are occurring. The doors will be unlocked at pick-up time and again locked when activities are completed. If a parent needs to enter to drop off a child late or to pick up a child early, the cell phone of the Awana commanders will be given and available to call.
- If the church building is being used for purposes outside of regular activities, staff in charge of locking the building, will do a walk-through of all accessed areas before locking the church for the day or evening.
- If the church building is being accessed by outside workers such as contractors, staff in charge of locking the building will do a walk-through of all accessed areas before locking the church for the day or evening.

Security and Emergency Response

Emergency Situations

In the event of life-threatening injury or illness, emergency medical services (911) will be called first then the parents, guardians, or adults responsible will be informed immediately. A volunteer will inform the parents, guardians, or adults responsible.

Non-life-threatening Accidents

- The children's area is equipped with basic first aid kits (located in the nursery, children's church room, kitchen, upstairs supply closet, Awana room, copier room, and in the cabinet in the back of the sanctuary.
- Volunteers should be familiar with their contents and uses.
- Volunteers should alert the current Administrative Assistant (Jackie Salmen) if the contents need to be restocked.
- Volunteers must wear disposable medical gloves when there is an open wound or any bodily fluid.
- Volunteers will complete an Accident Report Form (Appendix 10) for all injuries, whether major or minor and follow the procedure noted on the form. These forms will be in all first aid kits and all classroom binders.
- Classroom volunteers will have a binder containing basic first aid kit supplies.

Fire Evacuation Procedures

In the event of a fire, a leader, staff, or volunteer should call 911 and assist all children in immediately evacuating the building. The designated safe meeting location will be the Heritage Apartment Parking lot. Volunteers will keep their class together and take attendance to note who is accounted for.

Parents, guardians, or adults responsible should not report to the children's floors because they risk creating chaos and blocking the exit stairwells for children. Instead, parents, guardians, or adults responsible will meet their children in the designated safe area at the Heritage Apartment Parking lot to the east, outside of the WCB church building. Evacuation information is located on all of the floors. Volunteers and parents should familiarize themselves with this information.

Children's team must practice fire evacuation procedures with the children at least twice a year preferably at the beginning of each school semester. Each fire evacuation drill should be documented.

Tornado Warning Procedures

If you are under a tornado warning, seek shelter indoors immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

- Each teacher/volunteer must take their students to the lowest building level.
- Go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. The designated area to go during a tornado warning is the basement boiler room or the basement elevator storage area. In the event of a tornado, volunteers will do their best to move children to basement rooms without windows.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck

Healthy Child Policy

Universal Precautions

- Wash hands thoroughly with soap or use hand sanitizer before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids. New gloves must be used with each diaper change
- Diapers should be placed in the designated garbage in the changing area of the nursery
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents by using latex gloves, whenever possible, and placing the items in a separate garbage bag
- Remove toys from the general play area that have been in mouths of children and set them in the container in the nursery labeled “toys needing to be washed” or remove them from the classroom in a separate garbage bag.
- At the end of the session, disinfect the room. Wipe down all surfaces thoroughly with disinfectant wipes.
- Wipes and gloves will be stocked in the nursery and in each classroom. Please contact the Administrative Assistant (Jackie Salmen) if the supply is running low.

Communicable Disease Policy

In order to prevent the spread of communicable diseases among the children, four rules are in place concerning these types of disease. Parents, guardians, or adults responsible, and volunteers must be familiar with these policies.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions, blisters, open blisters (as in chicken pox), or colored nasal discharge, the parents, guardians, or adults responsible should keep the child home.
2. Volunteers should use disposable gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills or vomit.
3. Hand washing with soap and warm water is a recommended regular habit for both children and volunteers.
4. Toys and equipment are washed and disinfected regularly. A log of when toys have been cleaned will be hung in the nursery for parents, guardians, and adults responsible to view (Nursery Cleaning Log, Appendix 11). WCB is dedicated to preventing the spread of communicable disease among the children. *Volunteers do have the right to refuse a child because of questionable symptoms.* To prevent this, parents, guardians, and adults responsible are asked to comply with the following guidelines:

A child should be kept at home when any of the following exist:

- Fever (Note: Children need to be free of a fever for 24 hours without medication)
- Vomiting or diarrhea

- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Severe cold
- Croup
- Any unexplained rash or open sores
- Any skin infection – such as but not limited to; boils, ringworm, impetigo
- Pink eye or another eye infection
- Any communicable disease
- Lice or lice nits (untreated)

Children who appear ill during a class will be kept with a volunteer until the parents, guardians, or adults responsible are located. Children will not be alone with one volunteer but will be moved away from other children as well as possible.

Please inform the church office if your child appears to have contracted an illness while attending a WCB event so that other parents, guardians, and adults responsible may be notified if necessary and so that the church facilities may be disinfected.

Neither volunteers nor church staff is allowed to give any medication to any child unless specified by a parent, guardian, or responsible adult on the Special Medical Needs Agreement Form (Appendix 6).

Neglect & Abuse Prevention, Reporting, & Response

Definitions

Child neglect is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate nutrition, clothing, shelter, hygiene, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm,

Child abuse is any recent act or failure to act resulting in imminent risk not limited to, death, serious physical harm, serious emotional harm, or any sexual harm or exploitation of a child by a parent or a caretaker who is responsible for the child's welfare.

Reporting of Neglect & Abuse

Volunteers Responsibility to Report

- Anyone who suspects, witnesses, or has reasonable suspicion to believe that a child has been or is likely to be neglected, harmed, and/or threatened with abuse in any form should first report to the proper law enforcement authorities and then contact a pastor or any elder at WCB. Anyone who is told by a child or youth of neglect, harm, and or threatening abuse in any form should also contact the proper law enforcement authorities and then a pastor or any elder at WCB. Specific South Dakota law in regard to child abuse and neglect, and also requirements for mandatory reporters of child abuse and neglect can be found from the following resources:
 - http://sdlegislature.gov/statutes/Codified_Laws/Default.aspx

- <http://www.childwelfare.gov>
- <https://www.childwelfare.gov/topics/systemwide/laws-policies/statutes/mandate/>

The volunteer must also complete the Child Safety Incident Report (Appendix 4) to document any occurrence. This reporting can also include questionable behavior (frequent lewd language, jokes, or remarks; overly flirtatious behavior; shoulder massages or other intimate acts; etc.) and/or possible offenses (volunteers observing actual abuse or possible evidence of abuse, like abrasions, lacerations, etc.). If physical harm is evident through bruising, cuts, or broken bones, volunteers are encouraged to take appropriate picture of the injuries. The volunteer will ensure that private parts are not photographed.

If a volunteer suspects any type of neglect or abuse they must report it immediately upon the knowledge of such information. The resource order in which the volunteer should aim to report is listed as follows:

- **Law Enforcement:**
 - Madison Police Department: 605-256-7531 (within city limits)
 - Lake County Sheriff's Office: 605-256-7615 (outside of city limits but within the county)
- **Child Protective Services for Lake County:** 605-688-4330
- **State Department of Social Services:** 605-256-5683 or 1-877-244-0864

Information pertinent to children is reported to Child Protective Services, and the State Department of Social Services would encompass the CPS department and other family matters. The information about the perpetrator is reported to the law enforcement agency within the jurisdiction the abuse allegedly occurred.

When volunteers notify church leadership they should first try to contact a pastor and if unavailable then contact any of the listed elders

- Other Counseling Resources:
Stronghold Counselling Services, Inc: 605-334-7713; 866-802-0003
Child Help National Child Abuse Hotline: 1-800-4-A-CHILD

The elders will communicate pertinent information with church staff and volunteers if a person should be kept from any area of the church where Children's ministry activities occur. In some instances, the WCB Church members and/or parents, guardians, or adults responsible will be informed so that they will be able to help better protect children. Church leadership will be cautious about keeping the confidentiality of all parties involved.

Prevention

WCB takes protection against and reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we:

- Educate and equip staff, and volunteers about neglect and abuse with volunteer training at the beginning of each semester
- Adhere to the procedures and guidelines as set out in this policy manual. Many of the policies are written to protect children, including the two-adult rule, visibility guidelines, and diaper and bathroom policy.
- Train and screen volunteers prior to contact with any children. Screening includes a criminal background check and annual commitment renewal.

- Require all full-time, part-time staff, elders, deacons, and worship leaders to submit to a criminal background check within a month of joining staff or leadership. WCB will ensure that criminal background checks will encompass anyone who has a key to access the church, anyone who could potentially be selected to oversee the Children's Ministry, and also anyone who is in a visible church position or a position of trust (i.e. they do this, so I should trust them, mentality of kids).
- Repeat screening procedures and criminal background checks for all staff and volunteers.
- Require volunteers and staff to be active members in good standing prior to serving in children's ministry (exceptions may be made by the elders using the Volunteer Exception Form (Appendix 3)).

Limited Access Agreement Policy

A Limited Access Agreement (Appendix 12) is a written and agreed-upon boundary between an individual church member and West Center Baptist Church wherein we outline specific concerns about an individual's behavior, detail appropriate behavior toward children, and plan ongoing accountability for the individual.

Limited Access Agreements will be enforced by WCB Church pastors, elders, and/or deacons in the instance that a member engages in repeated, minor or major Policy violations or had engaged in perilous behavior that could put children at risk (e.g., any form of abuse defined in the Policy, driving under the influence, drug use, etc.). WCB Church pastors, elders, and/or deacons will determine if behaviors warrant a Limited Access Agreement, whether the behavior is an isolated event, or the behavior is a larger pattern which can indicate an unsafe situation.

If a Limited Access Agreement is in place, at least one pastor, elder or deacon will be assigned to monitor the individual's compliance and to regularly meet with the individual to evaluate the said person's adherence to the terms in the agreement. A continued violation to the agreement will be viewed by leadership with great concern not limited to removing the member from the WCB Church community.

Pertinent information in an enforced Limited Access Agreement will be communicated with church staff and volunteers if a person should be kept from any area of the church where Children's ministry activities occur. In some instances, the WCB Church members and/or parents, guardians, or adults responsible for children will be informed so that they will be able to help better protect children.

Sexual Offender Who Regularly Attends WCB

If the WCB pastors, elders, and/or deacons are notified of a convicted sexual offender who has regularly been attending WCB worship services, at least one pastor, elder, and/or deacon will contact the individual. The leadership will be responsible for setting up parameters for the individual to follow based on their specific conviction.

Those parameters could include the following:

1. The appropriate church leaders and volunteers, and possibly all members and/or attendees, will be made aware of the individual's situation to help ensure that the offender does not engage with any children or youth, or visit any of the Children's Ministry areas such as the nursery, children's church, or upstairs classrooms.
2. A pastor, elder, and/or deacon will contact the offender's parole office or local law enforcement to find out specific terms of the offender's probation.
3. The same pastor, elder, and/or deacon will review any applicable court documents or other records to verify the offender's past offenses.
4. If the individual offender continues to attend, the parents, guardians, and adults responsible for children, should be notified in a timely manner to help protect the children of WCB.

The leadership will be responsible to monitor the individual's compliance to any agreed upon terms and to regularly meet with the individual to evaluate the said person's adherence to the terms in the agreement. Any violation to the agreement made will be viewed by leadership with great concern not limited to removing the person from the WCB Church community.

WCB will handle situations where a convicted sexual offender has become a converted Christians and would like to become a member by following the listed guidelines:

1. The individual would agree in writing to sign a code of conduct which specifies a thorough background check verifying details of past abuses
2. The individual would allow the church pastors, elders, and/or deacons to disclose this information to the congregation
3. The individual would refrain from any communication or activities with children or youth both inside and outside of WCB if deemed necessary by pastors, elders, and/or deacons, ensuring to follow legal bounds and limits already in force
4. The individual would allow appropriate church leaders and volunteers, and possibly all members and/or attendees, to be made aware of the individuals situation to help ensure that the individual does not engage with any children or youth or visit any of the Children's Ministry areas such as the nursery, children's church, or upstairs classrooms as deemed necessary by the law and/or by pastors, elders, and/or deacons.
5. The offender should also agree to the church's prioritizing the needs of the abused, even to the extent of finding a different church to protect the safety of the abused.

The elders will communicate pertinent information with church staff and volunteers if a person should be kept from any area of the church where Children's ministry activities occur. In some instances, the WCB Church members and/or parents, guardians, and adults responsible for children, will be informed so that they will be able to help better protect children. Church leadership will be cautious about keeping the confidentiality of all parties involved if warranted.

Duty-To-Warn Policy

In the event that West Center Baptist Church leadership becomes aware of an adult that abuses a child in any form, the WCB Church will inform other churches, organizations, or schools in which

the adult is involved or could possibly be involved. WCB Church leadership will do the best of their abilities to inform others for the protection of all children. Pastors and/or elders of WCB will be in charge of any notifications necessary and any communications with media.

General Information

Visiting Adults in the Classroom

If a new child is visiting WCB and would feel more at ease, it is permissible to allow a parent, guardian, or adult responsible to join the child in class until the both feel comfortable. However, the presence of an adult non-member in the classroom should not become normative, and the guest is not to be considered as an adult caregiver, and therefore is not entrusted with caring for the children. We recommend that this procedure only be allowed twice.

Photography

We ask our volunteers to not take pictures or selfies with the children. If photos are taken for bulletin boards, nursery cubbies, church media, and special events (e.g., carnival, VBS), WCB will obtain pre-approval with a signed release from the parents, guardians, or adults responsible, included as part of the Children's Ministry Registration Form (Appendix 7). If a parent, guardian, or adult responsible desires that absolutely no photos be taken and shared of their child they must clearly communicate their desire on the CM Registration Form (Appendix 7).

Music and Movies

Occasionally music or movies will be used in WCB classrooms or at events and activities. All music and movies that are not part of the approved curriculum being used by WCB, will be pre-approved in advance by the elder for Children's Ministries or the Associate pastor in charge of youth.

Social Media

We ask our volunteers to use discretion and caution when engaging with children of youth through any form of social media. We ask that our volunteers not post any videos or pictures of children or youth from WCB on any personal social media accounts. We ask that our volunteers use discretion and caution with all information on all of their personal social media accounts. Volunteers will be confronted if any information on social media accounts becomes questionable to their character and ability to care for the kids. Volunteers will be asked to inform the elder overseeing the Children's Ministry or the Associate Pastor overseeing the youth, if they have been in a one-on-one conversation with any WCB child simply to widen the scope of involvement of WCB.

Text Messaging/Emailing/Messaging

We ask our volunteer to use discretion and caution when sending text messages, email messages, or messages by any messaging service or app, with child or youth in a one-on-one conversation. Group messages that pertain to WCB Ministry events and activities will be allowed. Volunteers will be asked to inform the elder overseeing the Children's Ministry or the Associate Pastor overseeing the youth if they have been in a one-on-one conversation with any WCB child simply to widen the scope of involvement of WCB.

APPENDIX 1: Inappropriate and Appropriate Touch

Inappropriate Touching

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reasons.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children over 5 years old. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Children sitting on laps of adults is inappropriate for ages 6 and older.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas except for during diaper changing or while assisting younger children or individuals with disabilities with toileting procedures. Otherwise, touch in the genital area is only permitted by medical personnel in case of injury or suspected injury.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another.
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

Appropriate Touching

- A comforting pat on the shoulder and back or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort or put an irritable child to sleep is appropriate.
- High-Fives, handshakes, or the touching of two fists is appropriate and recommended touch, especially when interacting with older children.
- Holding hands is permitted with children 10 years of age and under when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.

APPENDIX 2: Children's Ministry Application & Commitment Renewal Form

West Center Baptist Church

_____Ministry Year

I recognize that as a Christian it is both my privilege and my responsibility to be under the authority of God and His Word. I affirm and promise, by God's grace, to abide by the following Biblical principles for my life and involvement in Children's Ministry at West Center Baptist Church.

PRINCIPLE #1: SPIRITUAL GROWTH (2 Peter 1:5-11)

- To strive toward growth in faith and to fan the flames of my love for God and His Word; to "Walk in a manner worthy of the calling" and thus be an example in "speech, conduct, in love, in faith, and in purity" to the children I lead. (Ephesians 4:1; 1Timothy 4:12)

PRINCIPLE #2: DILIGENCE (Colossians 3:23,24)

- To work diligently in my ministry, not looking for the praise of men, but working only to please Jesus; knowing that "my labor is not in vain in the Lord". (1 Corinthians 15:58)
- To commit to faithfully fulfilling my ministry commitment, barring any unforeseen extreme circumstances (moving, illness, family crisis), in an effort to having my "yes" to ministry be a dependable and trustworthy "yes". (Matthew 5:37)

PRINCIPLE #3: TEAMWORK (Proverbs 27:17; 1 Corinthians 12:7; Galatians 6:2-5)

- To work toward a unified vision of ministry by striving to participate in trainings, team meetings, and other communications as encouraged by the leadership for personal growth and a unified vision.
- To resist envying the gifts of another or comparing myself to another, but rather to conscientiously use my gifts to enhance the ministry to the children and their families; and to encourage my brothers and sisters in their labors knowing that we are all working toward the end of glorifying God.
- To choose to judge another person's actions and words in the best possible light knowing that we are all on the same team; to avoid causing dissention or discord, but rather to work toward making WCB's Children's Ministry a glory to God and a blessing to the kids. If I disagree with a policy or decision, I will choose either to overlook it or to discuss it graciously with the person responsible for the policy decision.
- If a conflict should arise with someone, I will choose to either overlook it or to confront in love according to the guidelines in Matthew 18:15-17 (depending on the offense).

PRINCIPLE #4: MAINTAIN AN "UNHINDERED" ENVIRONMENT (Luke 18:16; Matthew 18:5, 6)

- To refrain from inappropriate behavior and avoid any appearance of evil in relating to adults, youth, or children.
- To admonish and report to West Center leadership any inappropriate behavior.
- I have read and understand the "Child Protection Policy," and am willing to abide by it.

SINCE YOU BEGAN SERVING IN WCB'S CHILDREN'S MINISTRY (OR IN THE LAST SEVEN YEARS), HAVE YOU:

1. Been convicted of or plead guilty to a crime (other than minor traffic violations)?
_____No _____I would like to discuss this
2. Touched a minor in a sexual manner?
_____No _____I would like to discuss this
3. Experienced anything in your life that, if we knew, might call our fitness for ministry to children into questions?
_____No _____I would like to discuss this

Signature _____ Date _____

Name (printed) _____

Consent for a Criminal History Background Check

WCB has contracted the services of Sterling Volunteers to perform criminal background checks on all children's ministry applicants. A *national* criminal records search is performed. The following information is required.

Name: First _____ Last _____

Reports are confidential and viewed only by WCB elders and kept in a secure file.

Note: Any reported misdemeanor or felony will be discussed between you and the elders and may be grounds for denial of application to work with children.

Verification of Information and Consent to Criminal Background Check

The information contained in this application is true and correct to the best of my knowledge. I authorize WCB to contact any references or organizations listed in this application for information regarding my character and fitness for working with children. I release WCB, its agents and all references and organizations from all liability for any damage that may result from furnishing such evaluations to you, and I waive any right that I may have to inspect references provided on my behalf.

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

I have been advised that WCB conducts a criminal history background check. I do hereby consent to this check being performed.

Signature: _____ Date: _____

APPENDIX 3: Volunteer Exception Form

(This form is used to request a pre-approval to grant an exception to the Child Protection Policy.)

Submitted by:

Date: _____

Name: _____

Phone: _____

Email: _____

Relevant Policy Section: _____

Exception Requested: _____

Please explain why you believe this exception is necessary:

Is this request ongoing or time limited? If time limited, please list the relevant date(s) below:

Ongoing ____

Time Limited ____

Request is for the following date(s)/program(s)

Elder Approval:

Signature & Date

Pastor Approval:

Signature & Date

APPENDIX 4: Child Safety Incident Report

Instructions: If a volunteer, staff, or elder suspect, hear about, suspect, or observe signs or symptoms of any form of abuse, please: (1) Report to proper Authorities; (2) Talk immediately with a Pastor or an Elder; (3) document any relevant information on this form.

Law Enforcement:

Madison Police Department: 605-256-7531 (within city limits)

Lake County Sheriff's Office: 605-256-7615 (outside of city limits but within the county)

State Agencies

Child Protective Services for Lake County 605-688-4330

State Department of Social Services: 605-256-5683 or 1-877-244-0864

- *Information pertinent to children is reported to Child Protective Services, and the State Department of Social Services would encompass the CPS department and other family matters. The information about the perpetrator is reported to the law enforcement agency within the jurisdiction the abuse allegedly occurred.*

Pastors: Justin DeBerry 520-904-8885; justin.d@westcenterbaptist.com

Trevor Schubert 605-270-3802; trevor.s@westcenterbaptist.com

Elders: Joel Molascon 270-9369; joelbert@gmail.com; Brett Pierce 480-0542;

bpierce@sio.midco.net; Doug Sims 270-5612; dougsims1973@gmail.com; Gordy Salmen 940-7682;

salmenfarms@gmail.com; Jeremy Peters 270-7983; jeremyjayhawk@gmail.com

Other Counseling Resources

Stronghold Counselling Services, Inc: 605-334-7713; 866-802-0003

Child Help National Child Abuse Hotline: 1-800-4-A-CHILD

This report should be used to report any violations of the Child Protection Policy, disclosures of abuse, child safety concerns, or other behavior or allegations of behavior that might jeopardize the safety of a child. Proof or direct knowledge of behavior or incident is not necessary to submit this form. Provide whatever information you do have. This report should include signs or symptoms observed, notations about bruises or injuries that are visible, a summary of what the child said, and a description of any emotions expressed by the child. If physical harm is evident through bruising, cuts, or broken bones, volunteers are encouraged to take a picture of the injuries. The volunteer will ensure that private parts are not photographed. Do not go back and interview the child. Fill this form out based on whatever information has already been obtained.

1. Date(s), time(s), and location(s) of incident/behavior, if known:

2. Names(s) of child(ren) harmed, potentially harmed or otherwise adversely impacted:

3. Please list specific information including but not limited to names of individuals involved, harmed or potentially harmed, and of any witnesses to what happened. Please state specifically what happened or what you were told using as much detail as you can provide.:

4. Was any law enforcement contacted: _____ Yes _____ No

Name of Agency 1 _____ Date(s) of contact _____

Name(s) of the individual(s) who contacted the agency _____

Name of Agency 2 _____ Date(s) of contact _____

Name(s) of the individual(s) who contacted the agency _____

5. Were any child protection professionals or experts, other than those listed above, contacted about this incident? If yes, please indicate the individual(s) or non-governmental agency contacted, the date of the contact, and the result of consult:

6. Consultant _____ Date(s) of contact _____

Result _____

Consultant _____ Date(s) of contact _____

Result _____

7. What additional steps have been, or will be, taken to respond to this incident/violation? (e.g., other consultations sought, consequences for the actor(s), support for the impacted child(ren), church notification, community notification)

Anticipated Date: _____ Response: _____

Anticipated Date: _____ Response: _____

8. Individual submitting this report:

Printed name _____

Signature _____ Date _____

Please submit this form to a Pastor or Elder.

APPENDIX 5: Notification Form: Necessary Deviation from Policy Form

(This form is used by a volunteer in the event that they violated policy and need to notify leadership. For this form, you are the individual that deviated from the Policy and are submitting this form for yourself, explaining why it was necessary to deviate.)

Submitted by: _____ Date: _____

Full Name: _____

Phone: _____ Email: _____

Policy Violation: _____

Please explain the circumstances that necessitated the policy violation:

On what date and time did this occur?

Who else was present when this occurred?

Please share anything else you would like the pastors or elders to know:

APPENDIX 6: Special Medical Needs Agreement Form

Child's Name _____ Date of Birth _____

1. I have advised the West Center Baptist Church Children's Ministry that the above-listed Child has the following special medical needs:

- ☐ Medical diagnosis of _____
- ☐ Allergies to _____
- ☐ Other: _____

2. As a result of this condition, please explain any symptoms of health concerns that may appear:

3. In connection with this condition, I have provided the following medications and/or medical equipment and give WCB volunteers permission to administer in the event of emergency: _____

4. Directions for the administration of the above medications and/or medical equipment is as follows:

4. In the event of an emergency, I understand WCB volunteers will first call 911, then treat the symptoms as listed by the parent/guardian above, and then promptly contact the child's parent/guardian. I also understand, that as a parent/guardian of the listed child, I will be responsible any cost of emergency care.

5. I have included on this form a complete statement of medications, procedures, or other interventions that are required in the event of an emergency; and I will provide all medications, inhalers, injectors, or other necessary items whenever the Child is participating in Ministry activities.

6. I acknowledge and agree that, while the Ministry will attempt to take appropriate actions if such situations occur, the West Center Baptist Church is not a medical facility and cannot be held liable for any resulting injury.

For the Child to attend the West Center's activities, the Guardian acknowledges and accepts the risks of injury associated with the Child's pre-existing condition while participating in Ministry

activities. The Guardian also acknowledges and accepts the risks of injury or harm associated with intervention and/or treatment performed by Ministry workers.

ACCORDINGLY, THE GUARDIAN AGREES ON BEHALF OF BOTH THE GUARDIAN AND THE CHILD, TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE MINISTRY, AND ITS AGENTS, EMPLOYEES, VOLUNTEERS, AND OTHER REPRESENTATIVES FOR INJURY ARISING DIRECTLY OR INDIRECTLY OUT OF THE DESCRIBED MEDICAL NEEDS OF THE CHILD.

Provide any additional comments, clarification, or direction below:

I agree that the above information is complete and accurate to the best of my knowledge, and I agree to the various terms of this Medical Conditions form.

Signature (Guardian or Participant): _____ Date: _____

APPENDIX 7: Children's Ministry Registration Form

Parent/Guardian Name: _____

Parent's Phone(s)/Cellphone(s): _____

Parent's E-mail address(es): _____

Address: _____

Home Church: _____

Child 1 Name: _____ **Age:** ____ **Grade:** ____ **Date of Birth** _____

Attending: __Nursery (N-2yrs) __Children's Church (3yrs-5yrs) __Awana (1st-5th Grade)

__Sunday School (3yrs – 12th Grade) __Youth (6th Grade – 12th Grade)

Any Allergies or Special Medical Needs Please List Below:

*If child has allergies or special medical needs, please contact the Church Office to complete the Special Medical Needs Agreement Form.

If applicable, Youth's Cell Phone: _____ Youth's Email: _____

Child 2 Name: _____ **Age:** ____ **Grade:** ____ **Date of Birth** _____

Attending: __Nursery (N-2yrs) __Children's Church (3yrs-5yrs) __Awana (1st-5th Grade)

__Sunday School (3yrs – 12th Grade) __Youth (6th Grade – 12th Grade)

Any Allergies or Special Medical Needs Please List Below:

*If child has allergies or special medical needs, please contact the Church Office to complete the Special Medical Needs Agreement Form.

If applicable, Youth's Cell Phone: _____ Youth's Email: _____

Child 3 Name: _____ **Age:** ____ **Grade:** ____ **Date of Birth** _____

Attending: ☐Nursery (N-2yrs) ☐Children's Church (3yrs-5yrs) ☐Awana (1st-5th Grade)

☐Sunday School (3yrs – 12th Grade) ☐Youth (6th Grade – 12th Grade)

Any Allergies or Special Medical Needs Please List Below:

*If child has allergies or special medical needs, please contact the Church Office to complete the Special Medical Needs Agreement Form.

If applicable, Youth's Cell Phone: _____ Youth's Email: _____

Child 4 Name: _____ **Age:** _____ **Grade:** _____ **Date of Birth** _____

Attending: ☐Nursery (N-2yrs) ☐Children's Church (3yrs-5yrs) ☐Awana (1st-5th Grade)

☐Sunday School (3yrs – 12th Grade) ☐Youth (6th Grade – 12th Grade)

Any Allergies or Special Medical Needs Please List Below:

*If child has allergies or special medical needs, please contact the Church Office to complete the Special Medical Needs Agreement Form.

If applicable, Youth's Cell Phone: _____ Youth's Email: _____

In case of Emergency please contact:

Name: _____ Phone Number: _____

If Parent/Guardian can't be reached:

Relative/Friend Contact Name: _____ Relationship: _____ Phone: _____

I give permission to the following individuals to pick up the above listed child:

Name: _____ Relationship _____

Name: _____ Relationship _____

Name: _____ Relationship _____

This may include a sibling ages 14 years or older.

Check In-Check Out

You as parent/guardian are responsible for checking your child in each day and will be

required to sign your child(ren) out. You must communicate with the current teacher/leader if someone other than yourself will be picking up your child(ren).

Medical Release

In case of a medical emergency, I understand that first 911 will be contacted and then every effort will be made to contact the parents/guardians and emergency contacts listed. In the event that I cannot be reached, I hereby give permission to WCB volunteers to contact appropriate medical staff to provide necessary medical services in the event that my child/youth is injured or becomes ill. I authorize one or more of the following persons to make emergency medical care decisions on behalf of my child/youth: WCB Pastors and other adult volunteers designated by a pastor. I authorize these persons to act in my place to consent to all necessary care. I understand that WCB, staff, and volunteers will not be responsible for medical expenses incurred solely on the basis of this authorization. Parents/guardians are responsible for the medical insurance coverage while their child is attending events and activities. Medical treatment for any illnesses, injury, or medical situation for your child/youth will be billed to parents/guardians. I further agree to notify WCB of any health changes that would restrict my child's/youth's participation in any normal activities. I also understand that the WCB volunteers reserve the right to restrict my child/youth from any activity that they do not feel is within the physical capabilities of my child/youth. I hereby certify that the above information is correct.

Parent/Guardian: _____ **Date:** _____

I hereby give WCB Church permission to use photography of the above-named child only for bulletin boards, children's nursery cubbies, church media, and special events (e.g., carnival, VBS) at WCB Church. Please check your response: **Yes** ___ **No** ___

I consent to have my child participate in the above listed activities of the West Center Baptist Children's Ministry program and certify that I will hold West Center Baptist Church, its directors, employees, volunteers, or agents from any and all liability and claims arising out of participation in or in the connection with the program or West Center Baptist Children's Ministry program.

Parents/Guardian Signature: _____ **Date:** _____

APPENDIX 8a: WCB Ignite Youth Ministry Covenant Church Copy

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. – Romans 12:1-2a

Recognizing that we are representatives of the church, we agree to abide by the following standards of conduct when attending all youth events. I acknowledge that my failure to uphold this covenant could result in the notification of my parents and my dismissal from the youth activity.

General Code of Conduct

Fostering an Atmosphere of Christ-Like Love

1. **Kindness** - (Eph. 4, Mark 10:45)
 - I will seek to act in a way that benefits others by serving them, being kind, and welcoming. I will not participate in or allow bullying and cliques. I will be an encourager, not one who ridicules, makes fun of, or criticizes.
2. **Respect** – (1 Pet. 2:17)
 - I will show respect to everyone I come in contact with, other students and adult leaders. I will also do my best to avoid distracting others during teaching and worship. I will show respect for facilities and personal property and will clean up after myself.
3. **Safety & Trust** - (Phil. 2:3, Jas. 2:1, 1 Thess. 5:22).
 - I will provide a safe, trusting environment for my peers. When others share something about themselves in a youth group discussion, I will not repeat that information to other friends outside of the group.
 - I will not bring anything illegal, dangerous, or inappropriate to any youth event, such as drugs, alcohol, firearms, weapons, fireworks, and inappropriate things to look at or listen to.
4. **Purity & Self Control** – (1 Cor. 6:18, 2 Cor. 6:3, Prov. 25:28).
 - I will keep my hands to myself and not inappropriately touch others (don't touch anyone anywhere that a swimming suit would cover).
 - I will not engage in any excessive displays of affection or any sexual activity. Such as; holding hands, giving long hugs, kissing, sitting too close or on laps, etc.
 - I will also not be alone with someone of the opposite gender, student or adult.
 - I will seek to dress and act modestly.
5. **Authentic Relationships** – (2 John 12)
 - In order to build authentic relationships, from when I arrive at a youth event until I'm preparing to leave, I will strive to be fully present by minimizing the use of personal electronics (cell phones, etc.). During the youth meeting, all electronic

equipment must be turned off and put away. There will be one warning to put the item(s) away. After that warning, if a person is caught using them, the device(s) will be confiscated. At some meetings, we will have a cell phone drop box. If parents need to contact youth, they may call an adult leader's phone.

Consequences will focus on restoring peace with reconciliation among the parties involved. The goal of resolving each problem will be growth and learning through repentance and forgiveness. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the youth from an event or trip.

Dress Guidelines

It is important that what we wear is modest. It is our intention to be holy and pleasing to God. It is also our desire that we would not tempt, or needlessly offend anyone.

- We will not wear clothing that has obscene language and pictures or promotes illegal behavior.
- We will not wear shorty shorts or miniskirts: the bottom of the shorts/skirt should reach the wearer's fingertips when arms are extended.
- We will not wear bare midriffs, see through clothing, tube tops, or spaghetti straps.
- Undergarments should not be seen: underwear/boxers/bras should be covered.
- When swimming, boys will wear shorts (no speedos please), and girls will wear modest one-piece suits or modest tankinis that do not show a bare midriff.

Sign and Date if You Agree to Abide by this Youth Covenant

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Associate Pastor Contact Information:

Trevor Schubert 605-270-3802; trevor.s@westcenterbaptist.com

APPENDIX 8b: WCB Ignite Youth Ministry Covenant

Youth/Parent Copy

Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. – Romans 12:1-2a

Recognizing that we are representatives of the church, we agree to abide by the following standards of conduct when attending all youth events. I acknowledge that my failure to uphold this covenant could result in the notification of my parents and my dismissal from the youth activity.

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2. **Respect** – (1 Pet. 2:17)
 - I will show respect to everyone I come in contact with, other students and adult leaders. I will also do my best to avoid distracting others during teaching and worship. I will show respect for facilities and personal property and will clean up after myself.
3. **Safety & Trust** - (Phil. 2:3, Jas. 2:1, 1 Thess. 5:22).
 - I will provide a safe, trusting environment for my peers. When others share something about themselves in a youth group discussion, I will not repeat that information to other friends outside of the group.
 - I will not bring anything illegal, dangerous, or inappropriate to any youth event, such as drugs, alcohol, firearms, weapons, fireworks, and inappropriate things to look at or listen to.
4. **Purity & Self Control** – (1 Cor. 6:18, 2 Cor. 6:3, Prov. 25:28).
 - I will keep my hands to myself and not inappropriately touch others (don't touch anyone anywhere that a swimming suit would cover).
 - I will not engage in any excessive displays of affection or any sexual activity. Such as; holding hands, giving long hugs, kissing, sitting too close or on laps, etc.
 - I will also not be alone with someone of the opposite gender, student or adult.
 - I will seek to dress and act modestly.
5. **Authentic Relationships** – (2 John 12)
 - In order to build authentic relationships, from when I arrive at a youth event until I'm preparing to leave, I will strive to be fully present by minimizing the use of personal electronics (cell phones, etc.). During the youth meeting, all electronic equipment must be turned off and put away. There will be one warning to put the item(s) away. After that warning, if a person is caught using them, the device(s) will be confiscated. At some meetings, we will have a cell phone drop box. If parents need to contact youth, they may call an adult leader's phone.

Consequences will focus on restoring peace with reconciliation among the parties involved. The goal of resolving each problem will be growth and learning through repentance and forgiveness. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the youth from an event or trip.

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It is important that what we wear is modest. It is our intention to be holy and pleasing to God. It is also our desire that we would not tempt, or needlessly offend anyone.

- We will not wear clothing that has obscene language and pictures or promotes illegal behavior.
- We will not wear shorty shorts or miniskirts: the bottom of the shorts/skirt should reach the wearer's fingertips when arms are extended.
- We will not wear bare midriffs, see through clothing, tube tops, or spaghetti straps.
- Undergarments should not be seen: underwear/boxers/bras should be covered.
- When swimming, boys will wear shorts (no speedos please), and girls will wear modest one-piece suits or modest tankinis that do not show a bare midriff.

Sign and Date if You Agree to Abide by this Youth Covenant

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Associate Pastor Contact Information:

Trevor Schubert 605-270-3802; trevor.s@westcenterbaptist.com

APPENDIX 9: WCB Children's Ministry Offsite Permission Form

Event Date: _____ Event Attending: _____

Name of Child/Youth: _____

Parent/Guardian Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Age: _____ Grade: _____ Date of Birth: _____

Parent's Phone(s)/Cellphone(s): _____

Parent's E-mail(s): _____

Youth's Cell Phone: _____ Youth's Email: _____

In case of Emergency please contact:

Name: _____ Phone Number: _____

If Parent/Guardian can't be reached:

Relative/Friend Contact Name: _____ Relationship: _____

Phone: _____

Family Doctor: _____ Doctor's Phone: _____

Insurance Co.: _____ Policy No. _____

Any Allergies or Special Medical Needs Please List Below:

*If yes, please complete the Special Medical Needs Agreement Form and Attach to This Form.

Medical Release

In case of a medical emergency, I understand that first 911 will be contacted and then every effort will be made to contact the parents/guardians and emergency contacts listed. In the event that I cannot be reached, I hereby give permission to WCB volunteers to contact appropriate medical staff to provide necessary medical services in the event that my child/youth is injured or becomes ill. I authorize one or more of the following persons to make emergency medical care decisions on behalf of my child/youth: WCB Pastors and other adult volunteers designated by a pastor. I authorize these persons to act in my place to consent to all necessary care. I understand that WCB, staff, and volunteers will not be responsible for medical expenses incurred solely on the basis of

this authorization. Parents/guardians are responsible for the medical insurance coverage while their child is attending events and activities. Medical treatment for any illnesses, injury, or medical situation for your child/youth will be billed to parents/guardians. I further agree to notify WCB of any health changes that would restrict my child's/youth's participation in any normal activities. I also understand that the WCB volunteers reserve the right to restrict my child/youth from any activity that they do not feel is within the physical capabilities of my child/youth. I hereby certify that the above information is correct.

Parent/Guardian: _____ Date: _____

Travel Permission/Liability Waiver

I hereby give permission for the above stated child to participate in the listed event and I authorize this child to travel with designated WCB Children's Ministry Volunteers. I understand any risk associated with traveling to and participating in the above listed event.

I consent to have my child participate in the above listed activities through the West Center Baptist Children's Ministry program, and certify that I will hold West Center Baptist Church, its directors, employees, volunteers, and/or agents free from any and all liability and claims arising out of participation in or in the connection with the event, activity, program, or West Center Baptist Children's Ministry program.

Parent/Guardian Signature: _____ Date: _____

Participant Pledge

I hereby pledge to uphold all policies of the West Center Baptist Church. During all activities, I pledge to follow all instructions of the leaders and volunteers, including safety instructions.

Child/Youth Signature: _____ Date: _____

APPENDIX 10a: Injury or Accident Report for Injured Child

Name of Child Injured: _____ Date: _____

Name of Caregiver: _____

Time of Injury: _____ Specific Place Where Injury Took Place: _____

Location of Injury on Child: _____

***IF MEDICAL EMERGENCY OR HEAD INJURY: CALL 911 THEN NOTIFY PARENTS IMMEDIATELY**

Explanation of Circumstances (please be thorough):

List care administered to child following incident:

Check all appropriate boxes:

- ☐ Parent/Guardian notified Time: _____
 - ☐ Child removed by parent
 - ☐ Child remained with parental consent
- ☐ Elder notified (emergency situation): Time: _____

PLEASE OBTAIN ALL SIGNATURES BELOW:

Signature of Caregiver: _____ Date: _____

Signature of Witness to Event: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PLEASE TURN COMPLETED FORMS IN TO THE LEAD VOLUNTEERS OR TO THE CHURCH OFFICE

APPENDIX 10b: Injury or Accident Report for Child Who Injured Another

Name of Child Who Caused Injury: _____ Date: _____

Name of Caregiver: _____

Time of Injury: _____ Specific Place Where Injury Took Place: _____

Location of Injury on Injured Child: _____

***IF MEDICAL EMERGENCY OR HEAD INJURY: CALL 911 THEN NOTIFY PARENTS IMMEDIATELY**

Explanation of Circumstances (please be thorough):

List care/discipline administered to child who cause the injury following incident:

Check all appropriate boxes:

- ☐ Parent/Guardian notified Time: _____
 - ☐ Child removed by parent
 - ☐ Child remained with volunteer permission
- ☐ Elder notified (emergency situation): Time: _____

PLEASE OBTAIN ALL SIGNATURES BELOW:

Signature of Caregiver: _____ Date: _____

Signature of Witness to Event: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PLEASE TURN COMPLETED FORMS IN TO THE LEAD VOLUNTEERS OR TO THE CHURCH OFFICE

APPENDIX 11: Nursery Cleaning Log

This nursery was last lovingly cleaned:

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

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By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

APENDIX 12: Limited Access Agreement Form

West Center Baptist Church utilizes this Limited Access Agreement to clarify safe behavior around children for WCB members who have:

- Engaged in concerning or risky behavior
- Violated the WCB Child Protection Policy repeatedly
- Engage in any form of abuse define in the WCB Child Protection Policy
- Engage in offenses that are not related to children but may put them at risk (e.g., stealing, drug use, DUI, etc.)

Today's Date: _____ Date of Behavior Concern: _____

Full Name: _____ Phone: _____

The specific behavior concern is:

Action To Be Taken (e.g., not going down to the basement areas of nursery or children's church; not going upstairs to the children's classrooms; not attending children's/youth events either on or off church premises; not driving any children or youth to/from events; using only the restroom on the main floor by the water fountain; not initiating dialogue with a child or any adult standing near a child;; not hosting children's events, not touching children)

Church Pastor/Elder/Deacon Assigned to Monitor Compliance: _____

Evaluation Meeting Dates Set Forth (monthly, quarterly, semi-annually):

Next Meeting Date: _____

I hereby agree to the terms of this Limited Access Agreement. I acknowledge that the church members may be notified of my behavior concerns when it poses a risk to children.

Signature: _____ Date: _____

*For use at future meetings:

Date: _____

Adherence or Concerns: _____

Modification to Limited Access Agreement:

