ChristCommunity
an Evangelical Free Church

Child Protection Policy

Report Suspected Abuse:
Kansas Hotline: 1-800-392-3738
Missouri Hotline: 1-800-922-5330

Brookside Campus 400 West 67th Street, Kansas City, MO 64113
Downtown Campus 208 W 19th Street, Kansas City, MO 64108
Leawood Campus 14200 Kenneth Road, Leawood, KS 66224
Olathe Campus 20600 West 119th Street, Olathe, KS 66061
Shawnee Campus 13330 W 62nd Terrace, Shawnee, KS 66216

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Christ Community Evangelical Free Church
Child Protection Policy

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CHRIST COMMUNITY EVANGELICAL FREE CHURCH

CHILD PROTECTION POLICY

GENERAL POLICY

Christ Community Church (Christ Community) desires that the church be a safe and secure place for all children and students who attend or participate in activities. To assist in this goal, Christ Community has adopted the following Child/Student Protection Policy.

The church has a profound moral obligation to protect children from abuse. This policy has been formed with that obligation in mind. Incidents of child sexual, emotional, and physical abuse or neglect cut across all boundaries. Abuse causes deep and sometimes lifelong psychological damage to its victims and their families. Further, when abuse occurs in the church, it jeopardizes our gospel witness.

Please note that this policy's use of the words "workers" and "volunteers" refers to adults, persons age 18 or older, unless otherwise noted.

PURPOSE

This policy is to define child abuse and to ensure that all volunteers and compensated workers understand Christ Community's practices as they relate to child abuse, the reporting of suspected abuse, the appropriate supervision and conduct of workers, child protection training of workers, and the process of dealing with workers who have been accused of child abuse.

Christ Community does work in both Kansas and Missouri so for the purpose of this policy we will follow the legal regulations of the state which is stricter in a given area. In other words, we will combine the rules of both states into a plan which seeks to live above reproach in both states.

PROCEDURE

A. Definition of Child Abuse

1. What is a child?

   The law defines a child as any person, regardless of physical or mental condition, under 18 years of age.

2. What is considered abuse or neglect?

   Child abuse and neglect is when a child has been harmed as a result of

physical, mental or emotional abuse or neglect, or sexual abuse.

Missouri Law defines "abuse" as "any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody, and control..." It defines the related term “neglect” as “failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.”

Kansas Law defines four kinds of “abuse” in K.S.A. 38-2202: physical, mental, emotional, and sexual abuse.

“Physical, mental or emotional abuse" are defined in Kansas as “the infliction of physical, mental or emotional harm or the causing of a deterioration of a child and may include, but shall not be limited to, maltreatment or exploiting a child to the extent that the child's health or emotional well-being is endangered.” K.S.A. 38-2202(u).

3. Types of Abuse:

PHYSICAL ABUSE Definition: Infliction of physical harm or the causation of a child deterioration, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child’s health is endangered (Kansas Statutes Annotated [K.S.A.] 38-2202)

EMOTIONAL ABUSE Definition: Infliction of mental or emotional harm or the causing of a deterioration of a child, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child’s health or emotional wellbeing is endangered. This term may include any act, behavior or omission that impairs or endangers a child’s social or intellectual functioning. This term may include the following:

- Terrorizing a child, by creating a climate of fear or engaging in violent or threatening behavior toward the child or toward others in the child’s presence that demonstrates a flagrant disregard for the child.
- Emotionally abandoning a child, by being psychologically unavailable to the child, demonstrating no attachment to the child or failing to provide adequate nurturance of the child.
- Corrupting a child, by teaching or rewarding the child for unlawful, antisocial or sexually-mature behaviors.

Emotional abuse or maltreatment is a consistent, chronic behavior by an adult that has a harmful effect on the child. It involves a pattern of attitudes or acts that are detrimental to the child’s development of a sound and

healthy personality. Each of us may be guilty of having unkindly snubbed a child or of having criticized him/her too harshly. However, emotional abuse, as defined here, seriously impairs the child's social, emotional or intellectual functioning.

SEXUAL ABUSE Definition: Sexual Abuse is any contact or interaction with a child in which the child is being used for the sexual stimulation of the perpetrator, the child or another person. Sexual abuse shall include, but is not limited to, allowing, permitting or encouraging a child to be:

- Photographed, filmed or depicted in obscene or pornographic material
- Subjected to aggravated human trafficking, as defined in K.S.A. 2019 Supp. 21-5426(b), and amendments thereto, if committed in whole or in part for the purpose of the sexual gratification of the offender or another, or be subjected to an act which would constitute conduct proscribed by article 55 of chapter 21 of the Kansas Statutes Annotated or K.S.A. 2019 Supp. 216419 or 21-6422, and amendments thereto. (K.S.A. 38-2202)
- Contact solely between children shall meet the criteria only if the contact also involves force, intimidation, difference in maturity, or coercion. KAR 30-46-10.

4. Types of Neglect:

Physical Neglect: Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include but shall not be limited to: failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child. (K.S.A. 38-2202)

Medical Neglect: Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include the following, but shall not be limited to:

- Failure to use resources available to treat a diagnosed medical condition if such treatment will make a child substantially more comfortable, reduce pain and suffering, or correct or substantially diminish a crippling condition from worsening.
- A parent legitimately practicing religious beliefs who does not provide specified medical treatment for a child because of religious beliefs shall not for that reason be considered a negligent parent. (K.S.A. 38-2202)

Lack of Supervision: Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include the following, but shall not be limited to: failure to provide adequate supervision of a child or to remove a child from a situation which requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a likelihood of harm to the child. (K.S.A. 38-2202)

Educational Neglect: Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. (K.S.A. 38-2202) This term may include the following, failure of the parent or caregiver to meet that individual's responsibilities to provide for the child's education as required by law. (K.A.R. 30-46-10)

Abandonment: A child is considered to be abandoned when the parent's identity or whereabouts are unknown, the child has been left alone in circumstances where the child suffers serious harm, the child has been deserted with no regard for his or her health or safety, or the parent has failed to maintain contact with the child or provide reasonable support for a specified period of time. (Child Welfare Information Gateway 2019. What is child abuse and neglect? Recognizing the signs and symptoms. Washington, DC: U.S. Department of Health and Human Services, Children's Bureau.) Abandonment: to forsake, desert or cease providing care for the child without making appropriate provisions for substitute care. (K.S.A. 38-2202)

B. Reporting Suspected Child Abuse or Neglect

Both Missouri and Kansas require certain individuals to make reports when they have reasonable cause to suspect a child has been or may be abused. Both states also allow any person to make reports, even if they are not mandatory reports.

Moral Obligation To Report

While the laws in both Kansas and Missouri are unclear on the matter of church staff and volunteers being legally mandated to report abuse, it is the policy of Christ Community for its staff and volunteers to be morally obligated to report. This means when there is "reasonable cause" we will follow our guidelines and make a report.

Further, the policy is not intended to prevent or alter any mandated reporter's duties under the law.

Mandated Reporters

In Missouri, mandated reporters include “any health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker … teacher, principal or other school official, minister… or other person with responsibility for the care of children…” RSMo. 210.115.1.

In Kansas, mandated reporters include (among others): those in medical care, persons licensed by the state to provide mental health services, teachers, school administrators or other employees of an educational institution which the child is attending, persons licensed by the secretary of health and environment to provide child care services (and employees of the licensed persons). K.S.A. 38-2223

If you have any question about whether you are a *mandatory* reporter, please contact your supervisor immediately.

Kansas has A Guide to Reporting Child Abuse & Neglect with definitions and further resources on indicators and specfic information on reporting.

1. When to Report an Incident

For mandatory reporters, Missouri law requires **"evidence of sexual abuse or sexual molestation of any child under eighteen years of age shall be turned over to the division within twenty-four hours by those mandated to report."** RSMo. 210.130. Even where the law does not have a deadline, it is important to make a timely report.

Volunteers and workers must report any suspicions immediately to a paid staff member, both verbally and in writing on the Form for Reporting Abuse. The staff member is responsible to bring the concern to the attention of the senior leadership of the campus or church (campus pastor, executive pastor, or senior executive pastor) and will work with the volunteer or worker to make the state report.

Once there is suspicion of child abuse, the priority is making a report. The law prohibits additional investigation before the report is made. If needed, the Designated Reporter or the church leadership may contact legal counsel and/or the church insurance company at the earliest possible time to answer any questions about whether a report must be made, where a report must be made, the number of reports to be made (in the case of Kansas mandatory reporters) or to discuss other legal issues that may affect the duty to report, such as the pastor-penitent privilege.

2. Making a Report

It is extremely important to contact the *correct* authorities. In one of the rare cases where church leaders were charged with criminal violations of mandatory reporting laws, church leaders had contacted a member of law enforcement, but not the authorities named in the law.

The pastor, or appropriate staff person, will ensure a call is placed to the appropriate "HOTLINE." (1-800-392-3738) to the Missouri Children's Division, or the Kansas Protection Report Center at (1-800-922-5330).

The state (Missouri or Kansas) that must be telephoned is dependent upon the place of abuse and the laws applicable to the reporter. However, because the states allow other persons to report, the person making reports should consult legal counsel if the facts might require a report to more than one state, such as where the abuser might be in a different state than the one where the abuse was discovered.

This tip sheet from the state of Kansas contains some helpful reminders for making a report.

3. Allegations Made Against Staff or Volunteers

a. Paid Staff

Christ Community's policy is to immediately place the paid staff person against whom the allegation is brought on paid leave. This means that the accused is not allowed to work but will continue to receive his/her usual pay. A paid staff member is on leave until the leadership team makes its final determination. This determination will be based on the results of the state's investigation.

b. Volunteer

Christ Community's policy is to immediately relieve the volunteer from his/her duties. The volunteer is not permitted to serve in a volunteer capacity until the allegations are resolved by the state agency or agencies involved. A volunteer is on leave until the leadership team makes its final determination. This determination will be based on the results of the state's investigation.

4. Records Maintained by the State

If the agency finds that there is sufficient evidence of child abuse, neglect or sexual abuse to confirm, a report will be submitted to the appropriate law enforcement officials, the record will be kept by the state agency, and

information concerning the victim and alleged perpetrator will be entered into the Child Abuse/Neglect Central Registry. A person who is placed on the registry as an abuser or neglector is barred from employment, residence or volunteering in child care facilities, and the information may be given to other governmental agencies who have a need to know.

If the report is unfounded, the record will be kept for two years and then destroyed. No information will be entered into the Central Registry or be shared with other governmental agencies.

5. Christ Community's Public Statement

Under no circumstances is anyone affiliated with Christ Community other than the appointed spokesperson permitted to make a public statement, including on social media. All communication will be handled by the Communications Department.

The basic content of the "public statement" will be as follows: "An allegation was received by a state agency. They (the agency) are investigating the allegations, and we are cooperating. There is no additional information I can share until the agency completes its investigation." If you are sure of the investigating agency, the name of the investigating agency may be substituted.

6. Follow-up Care

Christ Community recognizes the potential trauma and stress that victims and their families suffer when an abusive situation is suspected. Therefore, Christ Community may provide counseling for the victim and his or her family members in accordance with the Christ Community counseling policy.

Where a Christ Community staff member or volunteer is under investigation, he or she may receive counseling in accordance with the Christ Community counseling policy.

C. Supervision of Children or Students

When parents and guardians have trusted us to care for children, it is important for Christ Community's staff, workers, and volunteers to exercise proper care and supervision of the events, volunteers and the children involved.

Programs that involve children and/or students must have adequate supervisory personnel. See the specific ministry guidelines for further explanation. Contact a member of the Children or Student Ministries team when questions arise about adequate supervision.

D. Outside Groups Utilizing Christ Community Facilities

Outside groups are fully responsible for following Christ Community Church's Facility Usage Policy, including all policies related to programming, supervision, child protection, safety procedures and emergency preparedness. Outside groups using Christ Community facilities may only provide childcare with the approval and oversight of the Facilities Coordinator.

E. Worker Selection

Volunteer workers may begin serving in Children's or Student Ministries, provided they have met with a staff member and the application process has been started. At a minimum, a background check should be completed before a worker is placed in a volunteer position except when that worker is serving in a substitute capacity (see point 6 below).

1. Application Forms

The application form is to be completed by all potential paid and volunteer child/student workers. This form is to be filed in the Multisite Office.

2. Reference Checks

As part of our due diligence process, all volunteers and paid staff members working with children and/or students will undergo reference checks for the purpose of obtaining information regarding experiences with and suitability for Children's/Student Ministries.

3. Background Checks

A criminal history background check is conducted on all adult (age 18 or older) applicants. Additionally, an examination of the Child Abuse and Neglect Central Registry from the applicant's current or previous state of residency may be conducted. Release forms are required by these and other agencies. A copy of the applicant's driver's license and Social Security card may be needed to confirm identity. Where appropriate, resources like the Missouri Family Care Safety Registry or Kansas Child Protection Registry will be used. Volunteers may be asked to provide certified copies of their own criminal records checks.

Applicants will be informed that their continued employment/service is contingent upon criminal history background check clearance.

After the initial background check, random and routine checks may be conducted. The list of active staff and volunteers is reviewed regularly and if a random check has not been completed on a current worker in the last five years, a new background check will be conducted.

4. Paid Staff

   All potential employees of Christ Community, who have not previously completed a Volunteer-Child Protection Application, must complete the Employee - Child Protection Application Form and background check as part of the application for employment and screening process.

5. Approved Volunteer Workers

   Approved volunteers working with minors have completed the application form and Form B4 and have been cleared by Human Resources following the criminal history background check.

   Volunteers do not serve with minors alone; they will be teamed with another approved volunteer or staff person. Any exceptions are indicated in the specific ministry guidelines.

6. Substitute Volunteer or Worker

   A substitute volunteer or worker may serve prior to any screening or interview with the understanding they should complete the Child Protection Application Form and background check and submit for approval for future service.

7. Volunteers at Special Events

   When volunteers are secured to serve at one-time special events, the entire application process does not need to be completed. However, each must complete the Child Protection Waiver and will be placed with a fully approved worker. Should this volunteer desire to begin more consistent work with children or students, an application should be completed.

F. Worker Training

All staff and volunteers are to receive appropriate Child Protection Training. Periodic training sessions will be conducted for workers in children's and student ministries.

Appropriate child protection training can take the form of a live training or online training. New workers must complete one of these forms of training as well as complete a knowledge assessment of the material presented.

For each subsequent year of service, a worker will be asked to re-read the child protection policy and complete a knowledge assessment to ensure they are aware of and in agreement with our child protection policy.

Discipline: In the event that discipline or correction needs to take place in the context of a ministry program, care will be taken to correct behavior with a nurturing and caring attitude and approach. Volunteer leaders may correct behavior with calm, caring requests and direction. Should the child not be responsive to requests, a supervisor or staff person should get involved for further action.

NOTE: Christ Community does not allow spanking or other physical intervention (ex: pinching, slapping, forcable grabbing) as appropriate forms of discipline administered by staff or volunteers. Therefore, this type of discipline is not permitted by anyone under the responsibility and authority of Christ Community.

G. Peer Abuse:

While this Child Protection Policy has been written to protect our minor children from harm from adults, it is possible there can be inappropriate action or behavior by a minor to a minor. If this occurs, careful consideration will be given to how to best and most appropriately handle the situation. The response will depend on a variety of factors including the age of the minors involved, the offense, and any known history with the minor. For example, a two-year-old who exposes themself to another two-year-old is very different from a 17-year-old forcing themself on a 15-year-old.

Should there be an incident involving two minors, volunteers and workers should make a report immediately to a paid staff member, both verbally and in writing on the Form for Reporting Abuse. The paid staff person is responsible to bring the concern to the attention of the senior leadership of the campus or church (campus pastor, executive pastor, or senior executive pastor).

H. Disclaimer

All information and policies stated in this document are subject to revision as the laws of Kansas and Missouri change and Christ Community's response to these changes is developed.

Minors (persons under age 18) who work with children must be adequately supervised and must have been given instructions on the Children's Ministries Guidelines from the Christ Community's Child/Student Protection Policy by the ministry leaders. The adult leaders/ministry leaders (persons age 18 or older) who work with them are responsible for oversight of their work with children, ensuring that the students know and practice the guidelines mentioned.

CHRIST COMMUNITY - CHILD PROTECTION
EARLY CHILDHOOD GUIDELINES

- A minimum of two unrelated adults are required in an early childhood room regardless of how few children there are.

- Volunteers who are related or married teams may be assigned together in the same room only with a third unrelated worker.

- Teacher/Student Ratios: We will try to maintain the following ratios. However, at all times there will be a minimum of one adult and one other unrelated person, at least 16 years of age, in a room.

0-12 months	1:2-3
13-23 months	1:3-5
Age 2-3	1:5-7
Age 4-K	1:6-8

Steps for short-staffed class:

1. Utilize staff help.
2. Combine two classrooms, if practical, and within the ratio of the youngest child in the room, to meet staffing needs. We will post a notice for parents telling them where to pick up their children.
3. Ask parents to stay in order to meet staffing needs before additional children are admitted to the classroom. Teacher will assume supervisory responsibility and inform a parent of pertinent policies (i.e., bathroom policy, discipline policy, etc.).
4. If parents are needed for an entire class period they must complete the Child Protection Waiver and will be placed with a fully approved worker. If they will need to serve again, they will be asked to fill out a background check for the protection of our children.
5. Cancel the class or program when adequate staffing is not present. Programs or classes with continual staffing deficiencies will be evaluated.

- Fire Code: We will follow the posted fire code room capacity. If the room capacity exceeds the fire code, we will redistribute children to another age appropriate classroom to stay within the posted capacity, or close the room to accepting more children once it has reached capacity.

- The child security gate should be closed and latched at all times when children are present in the room.

- Teachers/care providers will keep an up-to-the-minute class roster. In the event of an emergency or whenever the class leaves the room, the roster must go with the teacher and the class.

- Childcare areas, classrooms, and teaching areas should never be locked while in use. Lights should remain on, however if the lights are off for an activity, or for a sleeping child, the classroom door should be propped open.

- If windows are not available for observation into a classroom, the door is to be left open for this same purpose.

- We provide name tags for children with an alphanumeric code that matches the parent's/caregiver's pick up tag. This helps us to record attendance and to track parents at pick up in order to best protect children in our care and assure they leave with the proper parent/caregiver.

- The caregiver is to alert the supervisor on duty of any behavioral or physical abnormality (i.e., illness, injury, biting, excess aggression or other deviation from normal behavior). The supervisor or staff person will then handle the situation with the parent.

- If an injury occurs to a person while on our property, whether adult or child, an incident report should be filled out if medical attention is needed or could be needed in the future. Make a copy of the completed report, one should be kept on site, and the original should be sent to the Multisite Office.

- Wellness Policy: Children should not be admitted into class with any signs of illness, including, but not limited to: fever within the last 24 hours, runny nose with colored discharge, questionable rashes, coughing, diarrhea, active chicken pox, measles/mumps, pinkeye.

  Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

  Workers will not administer any medication.

  Workers should find substitutes to serve in their place when they themselves have such symptoms.

- We will not change diapers once a child is in the 3 year old (or any older) classroom. We will call parents to change their child's diaper or to assist their child if the child is potty training and has become wet or soiled.

- At facilities which are equipped with in-class restrooms, preschool volunteers are encouraged to observe the "open door" policy, with the door to the restroom left open when a volunteer is alone in the restroom with a child. If a preschooler requests assistance in the restroom with clothing, the door should remain open and both the child and volunteer should remain in view of another classroom worker while the volunteer helps the child. Volunteers must not assist with any restroom related cleanup (eg: wiping) of a child, but will instead call parents to assist.

- During transition time between classes, it is policy for two workers to remain in the classroom until the new teachers or parents arrive.

- Volunteers must focus their attention on the children at all times while working. Engaging in conversations which isolate workers from the children or avert their attention from the children are not appropriate. Maintaining a healthy distance and spacing between volunteer workers helps to ensure supervision is always focused on the children. This is especially important in larger areas of play where children may be hidden from view within play structures. Our desire is to have a volunteer in eye contact with every child at all times.

- Appropriate Physical Contact: Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural norms, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love:

    - Hugs: One-arm hugs or hand-to-arm hugs are positive contact. Avoid initiating full contact, body-to-body hugs or kisses.
    - Lap sitting: Appropriate sitting on laps may occur with children two and younger. Discourage lap sitting with any child three and older. Rather, encourage them to sit next to you.
    - Casual Touch: Gentle contact during activities may be on children's heads, shoulders, arms, and hands.

CHRIST COMMUNITY - CHILD PROTECTION
ELEMENTARY GUIDELINES

- A minimum of two unrelated teachers/helpers is required in each elementary classroom.

- Volunteers who are related or married teams may be assigned together in the same room only with a third unrelated worker.

- No child will be allowed into a classroom before two adult workers are present.

- Teacher/Student Ratios: We will try to maintain the following ratios. However, at all times there will be a minimum of one adult and one other unrelated person, at least 16 years of age, in a room.

Grades 1-3	1:8-9
Grades 4-5	1:10-11

Steps for short-staffed class:

1. Utilize on-call help.
2. Combine two classes, if practical, to meet staffing needs. Post a notice for parents telling them where to pick up their children.
3. Ask parents to stay in order to meet staffing needs before additional children are admitted to the classroom. Teacher will assume supervisory responsibility and inform a parent of pertinent policies (i.e., bathroom policy, discipline policy, etc.)
4. If parents are needed for an entire class period they must complete the Child Protection Waiver and will be placed with a fully approved worker. If they will need to serve again, they will be asked to fill out a background check for the protection of our children.
5. Cancel the class or program when adequate staffing is not present. Programs or classes with continual staffing deficiencies will be evaluated.

- Fire Code: We will follow the posted fire code room capacity. If the room capacity exceeds the fire code, we will redistribute children to another age appropriate classroom to stay within the posted capacity or close the room to accepting more children once it has reached capacity.

- Teachers/care providers will keep an up-to-the-minute class roster. In the event of an emergency or whenever the class must leave the room, the roster goes with the teacher and the class.

- Childcare areas, classrooms, and teaching areas should never be locked while in use. Lights should remain on, however if the lights are off for an activity, the classroom door should be propped open.

- If windows are not available for observation into a classroom, the door is to be left open for this same purpose.

- We provide name tags for children with an alphanumeric code that matches the parent's/caregiver's pick up tag. This helps us to record attendance and to track parents at pick up in order to best protect children in our care and assure they leave with the proper parent/caregiver.

- The caregiver is to alert the supervisor on duty of any behavioral or physical abnormality (i.e., illness, injury, biting, excess aggression or other deviation from normal behavior). The supervisor will then handle the situation with the parent.

- Wellness Policy: Children should not be admitted into class with any signs of of illness, including, but not limited to: Fever within the last 24 hours, runny nose with colored discharge, questionable rashes, coughing, diarrhea, active chicken pox, measles/mumps, pinkeye.

  Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

  Workers will not administer any medication.

  Workers should alert a staff member and follow their campus procedure for finding a substitute when they themselves have such symptoms.

- Children beyond preschool age take care of their own bathroom needs. If a child is new, a teacher and helper will ensure the child knows where the restrooms are located before releasing them to take care of their needs. If the restrooms are outside of a secure area, an adult must accompany the child to the restroom, but remain outside the main door to walk the child back to the room. If only one adult worker is available to escort a child to the restroom, she/he must remain outside the restroom door, and in view of another adult worker. Adults, students, and children should never be utilizing the same restroom at the same time while in our care.

- When restrooms are not able to be designated as "children only" restrooms, care will be taken to direct the child to utilize a single stall family restroom or have the child wait until adults or students leave the restroom before entering. The accompanying adult volunteer must remain outside of the restroom and in view of another adult volunteer, to escort the child back to class. If a child should become sick and need clean up care, their parent will be called to assist.

- During transition time between classes, it is policy for two workers to remain in the classroom until the new workers or parents arrive.

- First and second grade children may be dismissed on their own to find their parent if an Early Release Form has been signed by the parent and the child's name is on the Early Release list.

- Third Grade-Fifth Grade may be dismissed on their own unless a parent otherwise specifies.

- Volunteers must focus their attention on the children at all times while working. Engaging in conversations which isolate workers from the children or avert their attention from the children are not appropriate. Maintaining a healthy distance and spacing between volunteer workers helps to ensure supervision is always focused on the children. This is especially important in larger areas of play where children may be hidden from view within play structures. Our desire is to have a volunteer in eye contact with every child at all times.

- Appropriate Physical Contact: Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural norms, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love:

    - Hugs: One-arm hugs or hand-to-arm hugs are positive contact. Avoid initiating full contact, body-to-body hugs or kisses.
    - Lap sitting: Lap sitting will not be allowed with school-aged children. Rather, encourage them to sit next to you.
    - Casual Touch: Gentle contact during activities may be on children's heads, shoulders, arms, and hands.

CHRIST COMMUNITY - CHILD PROTECTION POLICY
STUDENT MINISTRIES GUIDELINES

Except as otherwise noted, the following guidelines shall apply to all paid and volunteer student ministries workers, including full-time staff, part-time staff, regular volunteer staff, and adults (age 18 or older) who only occasionally accompany students on trips and other special activities.

- Although contact and ministry-based relationships with members of the opposite gender are healthy and inevitable, Student Ministries workers should concentrate their work primarily with students of their same birth gender.

- All meetings involving a worker and an individual student, regardless of gender, shall occur in a public place where other people are present. Examples of public places include the church facilities, school, restaurant, or sporting event.

- No Student Ministries worker, paid or volunteer, shall meet one-on-one with an individual student, regardless of gender, <u>unless</u> both of the following steps have been taken:

    1. The parent/guardian has been contacted and provided written or verbal consent to the Student Ministries worker requesting the meeting.
    2. The Student Ministries worker must provide written notification (i.e., text or email) of the meeting to a supervisor of that ministry.

  In addition, for paid staff, the meeting can simply be accounted for in their daily calendar for future accountability purposes. Calendar appointments should include the location, time, and student(s) name(s).

- When providing rides to students of the same or opposite gender, Student Ministries workers should have a third person in the car whenever possible. Although situations often require the driver to be alone in a car with a student (i.e., picking up the first student or dropping off the last student), this should be the exception rather than the norm. Should the group consist of mixed genders, the first student picked up and/or the last student dropped off should be of the same gender as the worker even if that means going out of their way to accomplish this.

- Student Ministries workers shall refrain from being alone in a private location with an individual student of the same or opposite gender. If the situation becomes unavoidable (i.e. a student is the first to arrive or last to be picked up), the adult shall wait with the student outdoors in the most visible space available (e.g. outdoors or in view of a security camera).

- On trips which involve an overnight stay, no worker shall spend the night in a room

alone with an individual student of the same or opposite sex unless that worker and child are immediate family.

- Although physical affection can have an appropriate place in ministry, workers shall use discretion as to the frequency and type of physical affection they provide to students, regardless of gender. Specifically, workers should refrain from giving a student a back rub, an intimate front-to-front hug, or having students sit on their laps.

- Romantic relationships between volunteers and students are prohibited. At times, students can become infatuated with a volunteer. It is also possible for volunteers to be attracted to students. If flirting or other romantic intersections or advancements are observed or experienced, a member of the pastoral staff should be notified.

- Teacher/Student Ratios: We will make every effort to maintain a 1:12 leader/student ratio.

CHRIST COMMUNITY/EFCA STATEMENT OF FAITH

The Children's and Student Ministries of Christ Community Evangelical Free Church are committed to offering teaching to all ages which is firmly grounded in Scripture and in alignment with our Statement of Faith. As a result of this important commitment, it is our practice to ask those who fill teaching positions to read and know our church doctrine listed below and indicate their agreement on the application form.

The Evangelical Free Church of America (EFCA) is an association of autonomous churches united around these theological convictions:

We Believe:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for ~~H~~his own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel’s promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.