



College Church

# *Protection Policy*

*For Children, Youth, Persons with Intellectual and/or Developmental  
Disabilities and Those Who Work with Them*

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For children, youth, persons with intellectual and/or developmental disabilities and those who work with them

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# I. General Guidelines for Children’s, Youth, Sports, and Disability Ministries

## A. Preamble

College Church in Wheaton (IL) has zero tolerance for abuse. The intention of this policy is to provide guidelines for College Church’s Paid Staff, elected leaders, Unpaid Ministry Workers and the church at-large in order to promote a safe and nurturing environment for our children and STARS Participants who are the most vulnerable among us.

The church requires that all Paid Staff, members of the Council of Elders, Ministry Workers serving Children and STARS, and elected church board members sign an annual affirmation indicating that they have read and agree to abide by the terms of this policy as a precondition to engagement with the church or receiving access to children. In addition, these individuals will affirm that they are willing to uphold the boundaries of the policy with regard to others. Affirmations will be stored in the office of the Pastor of Congregational Care and Family Ministries, with a copy kept in the employee’s file by the human resources manager.

Those who are unwilling or unable to follow these guidelines will be asked to refrain from serving in these ministries. This document represents minimum requirements. Individual programs may impose additional guidelines as appropriate to their ministry settings after approval by the Pastor/Ministry Director of that particular ministry. It is the responsibility of program leaders to communicate to parents and to train Ministry Workers regarding the Protection Policy. Summaries are available in [Appendix F](#).

## B. Definitions

For purposes of this document, the following definitions will apply and will be capitalized throughout:

1. **Adult:** a person 18 years of age and older.
2. **Child Abuse:** any type of cruelty inflicted upon a child, including physical or emotional harm, endangerment, abandonment, neglect or sexual abuse.
3. **Child/Children:** a person or persons under 18 years of age.
4. **Child Safeguarding Team:** a sub-committee of the Council of Elders tasked with updating the Protection Policy, documenting suspicions and allegations of abuse, and providing accountability for Paid Staff, Ministry Workers and elected church board members. The team consists of two sitting members of the Council of Elders, two congregants, the Director of Children’s Ministries, the Director of Disability Ministries and the Pastor of Congregational Care and Family Ministries.
5. **Christian Education (CE):** an umbrella term representing the children’s, youth, sports and disabilities ministries.
6. **College Student:** a person between the ages of 17 and 24 who attends college.
7. **Emotional Abuse:** acts toward a child that cause or have a substantial likelihood of causing harm to the child’s physical, psychological, social, spiritual or moral development.
8. **GRACE Certification Specialist:** a designated representative from the organization G.R.A.C.E. (Godly Response to Abuse in the Christian Environment) who has been hired to advise College Church with their child safeguarding certification and to advise church leaders concerning situations involving suspicions and/or allegations of abuse.
9. **Inclusion:** a program allowing persons with intellectual and/or developmental disabilities to participate in CE ministries designed for children or youth without disabilities.
10. **Member:** a person who has completed College Church’s requirements for membership, who has agreed to the terms of membership as defined by the church and who has been approved by the Council of Elders.
11. **Ministry Worker:** a member of the Paid Staff, a Supervisor, and/or an Unpaid Ministry Worker.

12. **Neglect:** the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention, or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardized.
13. **Paid Staff:** a person or persons over 18 years of age who is employed as a member of the ministry staff at College Church.
14. **Pastor/Ministry Director:** a Paid Staff member in charge of the ministry being addressed.
15. **Program Participants:** any child, youth, sports, or STARS Participant who is participating in a College Church CE ministry designed to benefit persons in their age group or persons with similar special needs.
16. **Protect My Ministry:** an organization hired by College Church to run background checks.
17. **Physical Abuse:** a non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting, burning or otherwise harming a child.
18. **Regular Attenders:** persons who have been attending College Church services/ministries on a regular basis for six months or more.
19. **Sexual Abuse:** physical contact with a sexual or intimate part of the body, or other forms of sexual activity, conducted without consent, or engaged in for the purpose of sexual gratification or to degrade or abuse.
20. **Spiritual Abuse:** abuse administered under the guise of religion.
21. **STARS:** name of the College Church disability ministry, designed for children and adults with intellectual and/or developmental disabilities. Also, the collective name of the participants in the ministry.
22. **STARS Helper:** a person with an intellectual and/or developmental disability who assists the Ministry Workers of Children's, Youth, Sports or STARS ministries on an unpaid basis.
23. **STARS Participant:** any child, youth or person with an intellectual and/or developmental disability who participates in the STARS ministry.
24. **Student Helpers:** persons between the ages of 8 and 17 who assist the Ministry Workers of Children's, Youth, Sports and STARS ministries on an unpaid basis.
25. **Supervisor(s):** a Pastor, Ministry Director or any other Adult so designated, or holding a College Church elected position as identified in the College Church Bylaws.
26. **Unpaid Ministry Worker:** a person age 18 or older who is approved for supervising, guiding, helping, directing and teaching in the Children's, Youth, Sports or STARS ministries.
27. **Youth:** a child or children in grades 6-12.

## C. Screening Process

1. As a general rule, Unpaid Ministry Workers and Student Helpers who work on a regular basis with children, youth, sports or STARS Participants at College Church should be Members or Regular Attenders of College Church or, in the case of the STARS ministry, parents of current STARS Participants. College Students may have the membership and Regular Attender requirement waived, though they are subject to all other screening criteria. Other exceptions to the membership and Regular Attender requirement may be granted and documented on an individual basis by the Pastor or Ministry Director who oversees the ministry.
2. Unpaid Ministry Workers must complete an electronic application from *Protect My Ministry* or another authorized organization.

3. Unpaid Ministry Workers must submit to a screening process that will always include a background check and may include (at the discretion of the Pastor/Ministry Director in charge of the ministry) a reference check and/or personal interview.
4. Upon review of the background check and any other information required and received by the Pastor/Ministry Director, each Unpaid Ministry Worker applicant will be approved or declined by the Pastor/Ministry Director.
5. If the applicant is a relative of the Pastor/Ministry Director in charge of the ministry, the approval will be made by another member of the pastoral staff.
6. Once an applicant is approved, the office manager or designated person will code the approval in the church database.
7. Student Helpers will complete paperwork annually which will highlight their responsibilities and agreement to abide by the guidelines (see [Appendix B](#)). In addition, their parents will approve the paperwork via signature. The Pastor/Ministry Director will either approve or deny the student application. A copy of the application will be kept by the Pastor/Ministry Director.
8. Previously approved Unpaid Ministry Workers who continue to serve will complete a returning Ministry Worker form online annually through Protect My Ministry that will be reviewed by a Pastor/Ministry Director. Background checks and follow-up interviews may be performed if the Ministry Worker is not a full Member or is unknown to the Pastor/Ministry Director. If approved by the Pastor/Ministry Director, the office manager or designated person will code the approval in the church database. Background checks will be run every five years.

**D. Staffing**

1. Adequate and appropriate supervision is required to ensure the safety of the program participants and maintain a viable learning environment. Please note that a minimum of two Adults is always required regardless of the number of program participants present. College Church will strive to follow these preferred staffing ratios for Christian Education ministries at College Church:

Nursery	One Ministry Worker per 3-5 children
Pre-School	One Ministry Worker per 6-8 children
Elementary	One Ministry Worker per 10-12 children
Middle School	One Ministry Worker per 15 students
High School	One Ministry Worker per 20 students
Younger STARS (up to age 12)	One Ministry Worker per 2 STARS Participants*
Teen STARS (ages 13-21)	One Ministry Worker per 3 STARS Participants*
Adult STARS (age 22+)	One Ministry Worker per 4 STARS Participants*
Inclusion	One Ministry Worker per 1 child/student

Some program participants with intellectual and/or developmental disabilities may require one-to-one assistance. These instances will be identified by parents, STARS staff and Paid Staff.

2. For purposes of supervision, Paid Staff may be used in place of Unpaid Ministry Workers to accommodate and supplement the guidelines listed above. In that case, the guidelines that apply to Unpaid Ministry Workers will apply to Paid Staff as well.

**E. Classroom Supervision**

1. Children, youth, sports participants and persons with intellectual and/or developmental disabilities must be under Adult supervision during the scheduled ministry program time. STARS and Children's Ministry Workers will wear nametags while serving.
2. Supervisors of these programs will make regular visits to the classrooms and nurseries to ensure that the requirements outlined in this Policy are adhered to.

4. Two-deep supervision is essential: a minimum of two Ministry Workers must be in the room at all times.
  - a. Exceptions:
    - a) In the rare event that a circumstance arises requiring one Ministry Worker to leave the room before a substitute is available, a replacement will be found to assist in that room as soon as possible.
    - b) Some rooms are divided into smaller areas and are concurrently used by more than one group. Those smaller areas may be staffed by one Ministry Worker.
    - c) If a situation arises where a regularly assigned Ministry Worker is unavailable to serve, and if no other Ministry Worker is available to substitute, then a Supervisor or Paid Staff member may approve a parent or another Adult to help staff the class. In such a situation, at least one of the two Adults in the room must be an approved Ministry Worker.
5. College Church encourages family ministry. However, Ministry Workers in one room should not be entirely from the same family. They may work together as long as another Ministry Worker outside of the family is present.
6. If a class does not meet the preferred staffing ratios set forth above, and the Pastor/Ministry Director or Supervisor believes that the safety and/or learning of the program participants would be compromised if the program continued without the preferred staffing, the following steps will be taken:
  - a. Combining classes: Two classes may be combined, if practical, to meet the staffing requirements. When necessary, a notice will be posted at each classroom door alerting everyone to the change.
  - b. Using parent helpers: If combining classes is not an appropriate option, a parent or other responsible adult may be asked to stay to help meet the preferred staffing ratios before additional students will be admitted to the classroom. An approved Unpaid Ministry Worker will be designated to inform this helper of pertinent policies (example: restroom policy).
  - c. Canceling class: Programs without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review by the Pastor/Ministry Director and the Executive Pastor to determine viability.
7. Effort will be made to staff rooms for children ages birth to four with at least one female Ministry Worker.
8. Any student in grade 3-12 who wants to help in Children's Ministries or STARS Ministries must complete a Guidelines for Student Helpers Form. (See [Appendix B](#))

## **F. Proper Display of Affection**

Love and affection are part of nurturing lives and should be age and developmentally appropriate. There are many ways to demonstrate affection while maintaining appropriate positive and safe boundaries. Paid Staff, Ministry Workers, Student Helpers and anyone else working with Children, Youth, Sports and/or STARS Ministries at College Church must be aware of and sensitive to developmental differences, family backgrounds, personalities and special needs. Expressions of affection shall not be excessive or imposed on others. All interactions should always be observable and interruptible.

The following examples are positive and appropriate demonstrations of affection toward children and STARS Participants:

1. Physical:
  - a. Hugs and kisses: brief hugs, side hugs; child initiated kissing other than on lips (pre-Kindergarten children only). While we recognize young children are often affectionate and may initiate hugs and kisses, Ministry Workers will refrain from initiating and/or manufacturing these signs of affection.
  - b. Casual Touch: gentle contact on children's heads, shoulders, arms, and hands; handshakes and high fives.
2. Verbal:
  - a. Words of encouragement, comfort and affirmation.
  - b. Words of praise, blessing.

The following examples are inappropriate demonstrations of affection for all children (ages birth to 18) and STARS Participants:

1. Physical:
  - a. Hugs and kisses: no extended hugs, full contact body-to-body hugs, kissing on the mouth, kissing initiated by the Ministry Worker.
  - b. Casual touch: No tickling, rough housing, piggy-back rides, massages, backrubs, touching under clothes, touching an area covered by a bathing suit, nor any touch that is sexually or physically abusive.
  - c. Lap sitting: Generally discouraged, though allowed for children under Kindergarten. Not allowed for Kindergarten children or older. Instead encourage them to sit beside you.
2. Verbal:
  - a. No swearing, verbal abuse or intimidation.
  - b. No suggestive comments or comments/compliments related to physique or body development.
3. Miscellaneous:
  - a. No excessive expressions of affection or special attention to an individual.
  - b. No giving individual gifts.
  - c. No seeking private one on one interaction with a child/youth.

Supervisors should be especially vigilant to ensure there is no improper contact and communicate any concerns to the appropriate Pastor/Ministry Director.

## **G. Special Events and/or Overnights**

1. Special Events and Field Trips
  - a. Church-sponsored off-campus activities must be pre-approved by the Pastor/Ministry Director. Parents should be notified at least one week prior to the outing.
  - b. Proper written consent/medical release forms are required for each student participating in off-campus activities using the Parent/Legal Guardian Consent for Domestic Trip and All-Year Participation Form for Student Ministries. These forms are available from the Pastor/Ministry Director, in the church office or teacher resource room.
  - c. Appropriate Adult/student ratios will be ensured by the Paid Staff member in charge (See [Staffing Ratios](#) listed on page 5). Again, two-deep supervision is essential for any excursion. For mixed groups, both male and female Unpaid Ministry Workers are required.
  - d. Be aware that when transportation is involved in an activity, the College Church Transportation Policy must be followed, and Application to Drive for Church Purposes Form completed (see [Appendix E](#)).
2. Overnight Policy
  - a. Church-sponsored overnight activities must be pre-approved by the appropriate Pastor/Ministry Director.
  - b. No overnight activities for children fifth grade and younger will be allowed (except for parent/child outings).
  - c. Proper written consent/medical release forms are required for each student participating in off-campus activities using the Parent/Legal Guardian Consent for Domestic Trip and All-Year Participation Form for Student Ministries. These forms are available from the Pastor/Ministry Director in the church office or teacher resource room.
  - d. All overnight activities must have at least two approved gender appropriate Ministry Workers for both boys and girls.
  - e. Staffing ratios for all overnight events are one gender-appropriate Ministry Worker for every five students and need to be maintained throughout the outing. Exceptions may be granted by the Child Safeguarding Team on a case to case basis.
  - f. Ministry Workers should be assigned a specific group of same-gender participants for whom they will be responsible for the duration of the overnight event.
  - g. Dormitory style sleeping arrangements are preferred. Other venues may be used only at the discretion of the Pastor/Ministry Director.
  - h. Camping events are permissible provided that the staffing requirements are adhered to. Tents or camping arrangements must be suitable for no less than six individuals, and two gender-appropriate Ministry Workers must be in each tent.

- i. Overnights involving both genders must be strictly supervised, taking precautions to keep genders appropriately separated.
- j. At no time should a Ministry Worker be alone with a program participant unless clearly visible by others. Specifically, when a program participant is showering, sleeping or changing clothes, the participant's privacy must be respected. If a Ministry Worker is present, he/she must be accompanied with at least one other Program Participant and/or Ministry Worker.

**\*Note:** All overnight Adult personnel must have successfully completed a background check. Exceptions may be granted by the Pastor/Ministry Director.

## **H. Health**

1. Maintaining the good health of children, youth and Ministry Workers is a priority in Christian Education ministries. Parents are requested to keep children at home who have active cold symptoms (coughs, runny noses), or who have had fever, vomiting or diarrhea in the past 24 hours prior to a Christian Education activity.
2. Hand sanitizer and gloves are available in all classrooms to help prevent the spread of germs. A new pair of gloves is to be worn each time a Ministry Worker changes a diaper, assists in the restroom, wipes a nose or comes in contact with blood or any other bodily fluid.
3. Children and youth who have chronic medical conditions are welcome to attend Christian Education activities at the discretion of the Pastor/Ministry Director who will be responsible for appropriate risk assessment.
4. Parents/guardians of medically fragile children or youth may be requested to remain on the premises while their children participate in Christian Education activities.

## **I. Incident Report**

In the event of a medical incident or injury, a Notice of Incident or Injury Form must be completed within 24 hours by the Adult supervising at the time of the incident. (See [Appendix D.](#)) Forms are available in the teacher resource room and from the church office.

## **J. Transportation Policy**

Maximum safety for all individuals while traveling is our utmost concern. Therefore, all drivers must complete the Application to Drive for Church Purposes Form and be approved and adhere to the Transportation Policy whether using private vehicles, church vehicles or rented vehicles, when providing transportation for any of the ministries of College Church. (See [Appendix E.](#))

# **II. Discipline**

Our Christian Education ministries seek to provide a safe, loving, nurturing environment that fosters Christian growth for all participants.

## **A. Proactive Discipline vs. Corrective Discipline**

1. Proactive discipline encourages appropriate behavior that is respectful, cooperative, responsible and safe.
2. Corrective discipline addresses inappropriate behavior that is disruptive, disrespectful, defiant or a danger to self or others.

## **B. College Church Discipline Policy**

1. We should strive to discipline in the same way as God disciplines us – with gentleness, love, warnings, opportunities for repentance, forgiveness and restoration. Therefore, physical punishment and verbal shaming or intimidation are strictly prohibited.
2. For a more comprehensive statement on the age-appropriate discipline measures used at College Church, see the Discipline Policy ([Appendix C](#)).



### **III. Special Concerns in Children’s Ministry (Birth – Fifth Grade)**

#### **A. Architectural Precautions**

1. Interior windows shall remain unobstructed in order to provide easy viewing by parents and supervisors.
2. Rooms for children under age four shall use gates or Dutch doors to help keep children contained.
3. All doors, with the exception of hallway public restrooms, will continue to have windows or side windows. Sight lines through the windows should remain unobstructed at all times.
4. Preschoolers will use the rooms with adjoining toilets whenever possible, preventing the need for children to leave the room.
5. The doors into the nurseries and all children’s ministry classrooms will remain locked to prevent anyone from entering unnoticed. The swinging gate outside nurseries should have a childproof latch to prevent children from exiting alone.
6. Nursery changing tables shall be in full view of the other Ministry Workers in the room.
7. The nursery sleeping room provides two non-locking doors with windows and a radio monitor into another room. This monitor should be on at all times when there is a child in the sleeping room.

#### **B. Drop Off Policy**

Children and STARS Participants should not be accepted into a classroom until at least two Ministry Workers are present. Of the two, one must be an approved Ministry Worker. Generally, supervision will be provided beginning 10 minutes before a program starts.

#### **C. Registration Policy**

1. A registration card must be completed for any child who regularly attends any of the church programs. Visitor cards must be completed for any visiting child. These forms are available online and at the Kids’ Harbor Welcome Center.
2. Children and STARS Participants should be registered and attend the class at their age, grade or development level. Temporary exceptions may be made at the discretion of a Supervisor.

#### **D. Security System (Infants – Kindergarteners)**

1. All children in nursery through Kindergarten will be issued a number on a security tag which is used to release children back to their parents. Also, the security number is used to call a parent from the Sanctuary, if necessary, using the digital number displays on the balcony. Parents should be instructed to come directly to their child’s room if the child’s number is displayed.
2. A child will be released only to the person with the child’s security tag.
3. If the security tag is lost, verification of the identity of the person claiming the child will be needed before the child can be released. This identity verification can be accomplished by a Supervisor or Pastor/Ministry Director with personal knowledge of the child and the child’s family. If the person claiming the child is unknown to a Supervisor or Pastor/Ministry Director, he or she will need to produce a photo ID matching the registration information.
4. Parents should be advised not to enter the nursery/classroom when picking up their child unless requested to do so.
5. All Ministry Workers should wear an identifying name tag.

## **E. Child Release (First – Fifth Grade)**

1. All children in first through fifth grades will be independently released from classroom.
2. Parents may make arrangements with their children to be picked up at the classroom. However, this arrangement will not be monitored by teachers.

## **F. Communication**

Orange cones, located in each classroom, can be used to get the attention of a Supervisor, so that an Unpaid Ministry Worker does not need to leave the room to seek assistance. He or she puts the cone in the hall outside the classroom door, alerting the Supervisor when help is needed.

## **G. Restroom Policy**

1. Preschool
  - a. Only female Adults should assist preschoolers with restroom needs.
  - b. Boys should be encouraged to use stalls instead of urinals.
  - c. Most classrooms for younger children have restrooms located in the rooms. If a younger child needs assistance in the classroom restroom, a female Ministry Worker may enter to assist as long as she is observed by another Ministry Worker.
  - d. If a classroom for preschoolers does not have a restroom:
    - a) An approved female Ministry Worker should escort a child/children to the hallway female restroom, while being observed by another Ministry Worker.
    - b) The cone communication system may be used to attract the attention of a Supervisor.
    - c) The Ministry Worker must screen the restroom prior to use to make sure it is not occupied by an unknown individual prior to the children entering.
    - d) The Ministry Worker must keep doors open and maintain line of sight while children are using the facilities.
    - e) If a child is taking longer than seems necessary, the worker should call the child's name.
    - f) If a child requires assistance, the worker must leave the stall door open as the child is assisted, while being observed by another Ministry Worker located outside of the restroom.
    - g) A Ministry Worker should never be alone with a child in a restroom with the door closed. Likewise, a worker should never go into a restroom stall with a child and shut the door.
2. Grade School (Kindergarten – Fifth Grade)
  - a. If a child is out of the classroom for any reason during class time, he or she should be escorted or supervised by a Ministry Worker at all times.
  - b. Ministry Workers are required to keep track of any program participant in their care and follow the guidelines outlined above for hallway restroom use.
  - c. Parents should be advised to take their children to the restroom prior to class.
  - d. If a classroom does not have a restroom,
    - i. an approved Ministry Worker of the same gender should escort a child/children to the nearest restroom, while being observed by another Ministry Worker.
    - ii. The cone communication system may be used to attract the attention of a Supervisor.
    - iii. The Ministry Worker must screen the restroom prior to use to make sure it is not occupied by an unknown individual prior to the children entering.
    - iv. If a child is taking longer than seems necessary, the worker should open the restroom door and call the child's name.
    - v. If a child requires assistance, the worker must prop open the restroom door (using the garbage can or any other suitable object) and leave the stall door open as the child is assisted, while being observed by another Ministry Worker located outside of the restroom.
    - vi. A Ministry Worker should never be alone with a child in a restroom with the door closed. Likewise, a worker should never go into a restroom stall with a child and shut the door.

## **H. Diaper Changing Policy**

Only female Ministry Workers may change children's diapers using the changing pads provided. This should be done so that it is observable by another Adult. Student helpers and male Ministry Workers may not change diapers. For more information, see the Nursery Handbook.

## **IV. Special Concerns in Youth Ministry (Middle School – Senior High)**

### **A. Inappropriate Individual Encounters**

At no time shall any youth Ministry Worker pursue an inappropriate one-on-one encounter with a youth. Inappropriate encounters or what may be considered “grooming” tactics include:

1. Improper displays of affection (see [Proper Display of Affection](#) section above for more details). A special note on backrubs:
  - a. Although backrubs may seem harmless, at no time is an Unpaid Ministry Worker to be involved in backrubs with youth.
  - b. Furthermore, youth are to be discouraged from giving backrubs to one another.
2. Isolation
  - a. At no time is a Ministry Worker allowed to be alone with a youth in a private, secluded or uninterrupted location.
  - b. Prohibited locations include cars, houses (especially basements), nature areas, etc.
3. Private messaging
  - a. Individual email, texting or private messaging via social media are prohibited.
  - b. All forms of messaging between a youth and a Ministry Worker must be also viewable by the youth’s parents and/or Paid Staff.
  - c. All forms of messaging between a youth and a Paid Staff member must also be viewable by the youth’s parents and/or another Ministry Worker.
4. Contact outside of structured activities
  - a. As a general rule, casual, non-ministry related contact (i.e. meetings, messages, etc.) between a Ministry Worker and a youth outside of scheduled youth ministry activities is discouraged.
  - b. All contact between a Ministry Worker and a youth outside of scheduled youth ministry activities must be carried out with a Paid Staff member’s and/or the youth’s parents’ full knowledge of the contact in question.

### **B. Dating**

1. At no time shall any youth Ministry Worker pursue a dating relationship with a youth.
2. Any dating relationship between a Youth and an Adult, who is in a position of trust and power, is not a relationship at all but is a form of abuse.
3. Although Youth may have a tendency to develop “crushes” on leaders, Ministry Workers should never encourage this, being careful to discourage inappropriate behaviors.
4. It is the responsibility of the Ministry Workers to relate this policy to the Youth so that clear boundaries are understood within these relationships.

### **C. Driving**

Be aware that when transportation is involved, the Transportation Policy must be followed, and the Application to Drive for Church Purposes Form must be completed and approved. (See [Appendix E.](#))

## **V. Special Concerns in Disability (STARS) Ministries**

### **A. STARS Registration**

1. Parents or guardians shall complete a STARS Ministry Registration and Medical Form for each STARS Participant. (See [Appendix B.](#)) These forms are available from the Pastor/Ministry Director or online at the church website.

2. Unless they are their own guardians, STARS Participants will only be released to an Adult family member or caregiver unless given written authorization from the parent or guardian.
3. STARS Participants will wear nametags that include the following information: allergies, pertinent medical information, fears and contact information.
4. STARS Ministries will have secure procedures for sign in and release of all STARS Participants.

## **B. STARS Inclusion Policy**

Some STARS Participants are integrated into our Christian Education ministries and may have a one-on-one aide. These program participants should follow the procedures of the Inclusion program. For more information, contact the Inclusion coordinator.

## **C. STARS Restroom Policy**

1. Self-contained classrooms for STARS children should have an adjoining restroom whenever possible, preventing the need for children to leave the room.
2. Youth and Adult STARS Participants in self-contained classrooms should use the restroom closest to their classroom and should leave the classroom one at a time, escorted to and from the restroom by a Ministry Worker.
  - a. If able, the STARS Participant will enter the restroom independently; however, the worker may need to close the door for them if the participant leaves it open (to protect their dignity).
  - b. If the STARS Participant requires personal assistance with clothes fastening/adjustments, or additional help, two approved Ministry Workers must be present.
  - c. The one physically assisting the STARS Participant must be of the same gender as the STARS Participant. Any assistance the STARS Participant receives must be observed by the second approved Ministry Worker.
3. Inclusion participants will follow the Restroom Policy of the ministry in which they participate. If additional assistance is needed, the child's parent/guardian or a Supervisor must be contacted.

## **D. STARS Diaper Changing Policy**

1. STARS Participants who need a diaper change should be changed by a Ministry Worker. This should be done so that it is observable by another Ministry Worker.
2. For STARS Participants older than pre-school, two approved workers need to be present to change a diaper. The Ministry Workers changing the diaper must be the same gender as the STAR.
3. STARS Participants requiring a diaper change must never be left in the restroom unattended.

## **E. Safe Touch for STARS Participants**

Physical contact between Ministry Workers and STARS Participants should be developmentally appropriate. Remember that teens and adults with disabilities are not asexual. Many of them have desires for marriage and romantic relationships. Ministry Workers must conduct themselves in a way that conveys friendship, nothing more.

## **F. STARS Unpaid Ministry Workers**

On occasion, family members or friends of STARS Participants or approved STARS Unpaid Ministry Workers who are not College Church Members or Regular Attenders desire to help in the STARS ministry. These individuals will fill out the regular Unpaid Ministry Worker paperwork, including background and reference check. When the Ministry Director reviews the paperwork and it appears that the individual is not a Christian but passes the background check and has acceptable references, then the Ministry Director will follow these procedures:

1. If the individual is unknown to the STARS Ministry Director, he/she will meet with this individual to explain the ministry values and purposes. In addition, it will be explained that he/she will be paired with an approved Ministry Worker.

2. In College Church's database, he/she will be coded as QB4-Support Role Only (restricted from leadership). This means that he/she has passed the background and reference checks and has met with the Ministry Director but will not be allowed to be in any teaching or leadership position in STARS or any other ministry. He/she shall wear a nametag indicating the role of a guest assistant.
3. Generally, these individuals will be restricted to assisting in our respite ministries that are held on site at College Church and at an occasional retreat. Additionally, they will be paired with a spiritually mature Ministry Partner who will be made aware that this is a gospel opportunity and pray for the individual and seek ways to share the gospel with him or her.
4. These individuals can be counted in the ratio for workers that are needed, but workers with this code cannot make up more than 10% of the workers needed for staffing purposes. The Ministry Director has the responsibility of maintaining the appropriate balance.

## **G. STARS Overnight Policy**

1. Sleeping: STARS Participants and Ministry Workers may share the same sleeping space as long as two or more Ministry Workers of the same gender are present.
2. Showering: Ministry Workers may not shower in a shared space with STARS Participants. Showering/bathing and toilet use must be done in separate restrooms (one designated for STARS Participants and one designated for Ministry Workers).
3. Changing of clothes: A STARS Participant must change separately from other STARS Participants. Likewise, Ministry Workers should not be present if STARS Participants are changing clothes, unless they need assistance. In that case, a minimum of two Ministry Workers of the same gender must be present with the STARS Participant.

## **VI. Childcare and/or Children's Programming for Church-Sponsored Events**

When childcare and/or children's programming are provided for a church-sponsored event using church facilities and not defined as Children's or STARS Ministry (example: congregational meetings, marriage conferences, missions festival activities, small group brunches, etc.), the following childcare requirements must be met:

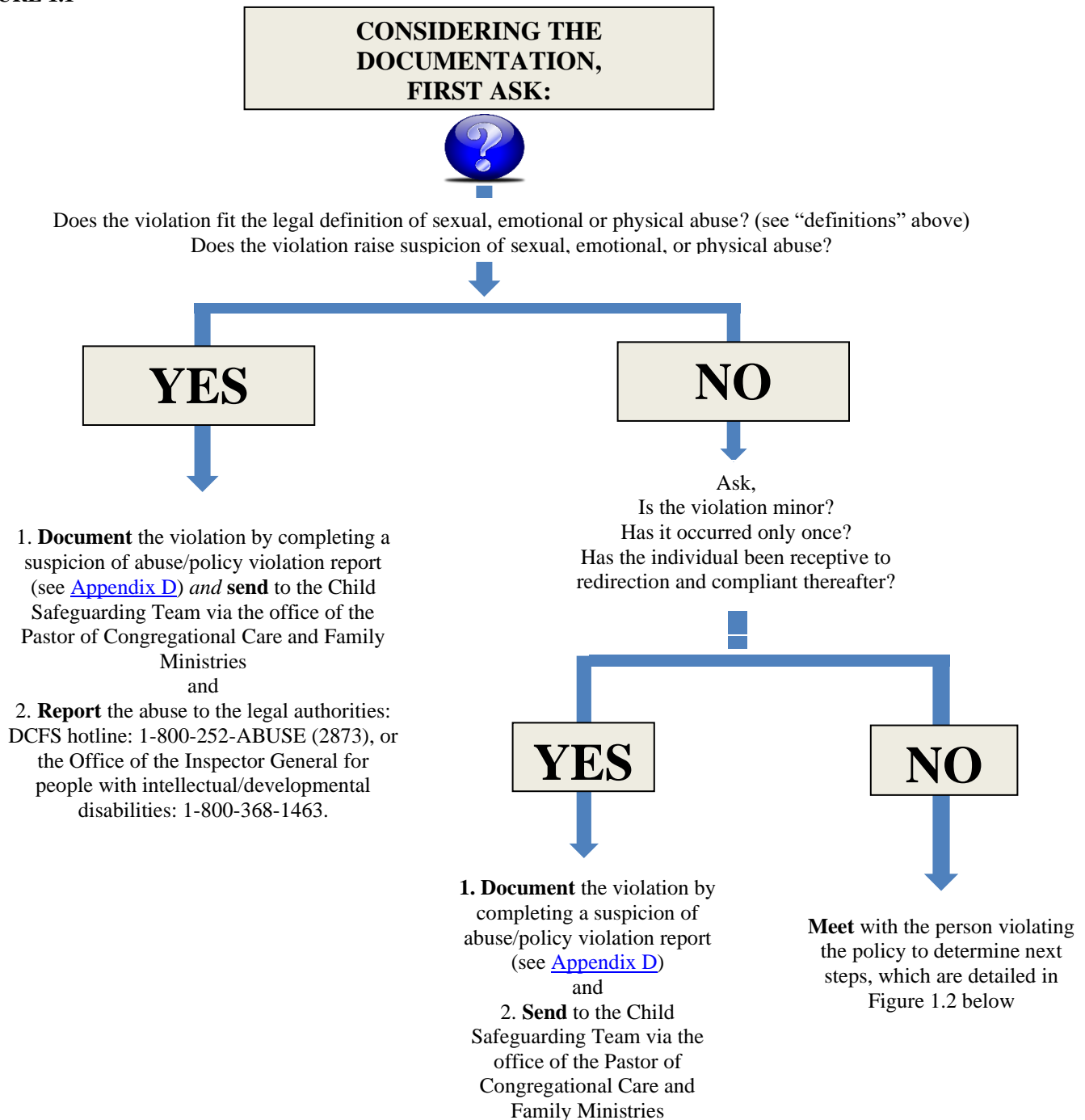
- A. Childcare and/or children's programming must be officially scheduled through the church office, and a copy of College Church's Protection Policy, The Discipline Policy, registration forms, check in/out materials, and medical release forms will be sent to those who have scheduled the event.
- B. A registration system, including pertinent information (allergies, custody issues, medical considerations, etc.) as well as a medical release form should be used for each child. (See #1 above.)
- C. A check-in and check-out procedure and a claim tag system for children Kindergarten and younger should be used. (See #1 above.)
- D. A minimum of two Ministry Workers per room is required.
- E. Before serving, all Ministry Workers must complete the screening process, which includes a background check with satisfactory results, and must read and agree to abide by the Protection Policy.
- F. Although College Church encourages family ministry, at no time should all Ministry Workers in one room be from the same family.
- G. The number of Ministry Workers should be appropriate for the number of children present to ensure the safety of each child. (See preferred [Staffing Ratios](#) on page five.)
- H. Children should not be accepted until at least two Ministry Workers are present.
- I. Guidelines on [Proper Display of Affection](#) must be followed, as set forth on page 6.
- J. Physical punishment or intimidation are inappropriate disciplinary tools and are forbidden. The Discipline Policy (found in [Appendix C](#)) should be made available and consulted prior to the event.

- K. The [Restroom Policy](#) and [Diaper Changing Policy](#) must be followed, as set forth on page 8.
- L. Childcare Ministry Workers need to be familiar with and follow the guidelines outlined in section VIII, entitled “[Response to Suspected Abuse and/or Allegations of Abuse](#)” (see page 15).

## VII. Responding to Policy Violations

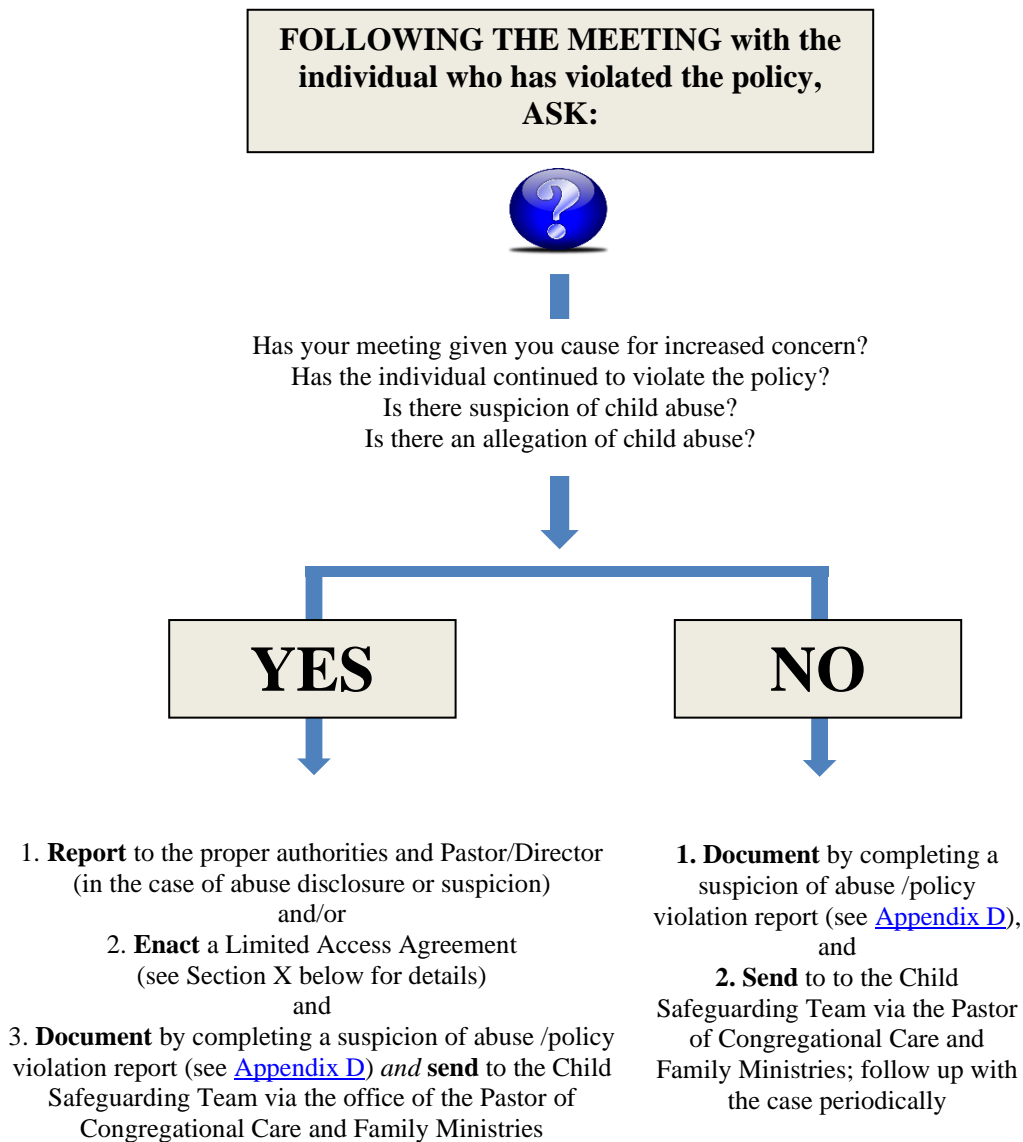
College Church takes policy violations seriously. Any Paid Staff, Ministry Worker, or Member who witnesses a violation is expected to respond in an appropriate way. College Church expects all Adults to practice bystander intervention when they see a policy violation. If a policy violation occurs, the witness should inform a Ministry Worker immediately, and the Ministry Worker should communicate with the appropriate Pastor/Director. All documentation of policy violations should be sent to the Child Safeguarding Team via the office of the Pastor of Congregational Care and Family Ministries. When a policy violation occurs, a Pastor/Ministry Director will respond according to the following:

**FIGURE 1.1**



After initial action has been taken following a policy violation (see figure 1.1 above), the Pastor/Ministry Director will continue their response according to the following:

FIGURE 1.2



Policy exceptions should be rare. College Church allows policy exceptions that are preapproved for emergencies. All exceptions should be reported to the appropriate pastor/director and documented within the office of the Pastor of Congregational Care and Family Ministries.

## **VIII. Responding to Suspected Abuse and/or Allegations of Abuse**

The following procedures are to be followed whether abuse is suspected and/or alleged in the ministry setting of College Church or during an off-site event sponsored by College Church.

### **A. Suspicion of Abuse or Neglect**

Every Adult in the church has a moral obligation to report any suspicions and/or allegations of child/STARS abuse. Therefore, any Adult in the church and any Ministry Workers within the children's, youth, sports or disability ministries of College Church shall immediately report to the proper authorities (DCFS abuse hotline: 1-800-25-ABUSE, or the Office of the Inspector General for people with intellectual/developmental disabilities: 1-800-368-1463, or the Wheaton Police Department) and to the designated Pastor/Ministry Director any suspicions and/or allegations of abuse or neglect which may indicate a need for further inquiry. Furthermore, the Child Safeguarding Team should be notified, via the office of the Pastor of Congregational Care and Family Ministries, of every such situation. It is not the responsibility of the reporting person nor the Pastor/Ministry Director to substantiate any allegations or suspicions. Possible indications of abuse or neglect can include:

1. Pattern of injuries not typical for everyday accidents (i.e., marks or bruises on the back, buttocks or abdomen, symmetrical or patterned bites or bruises, skin markings or welts in the shape of a hand, belt or rope)
2. Very poor hygiene or obvious lack of medical care
3. Sexual knowledge or speech not appropriate for the developmental level
4. Overtly sexual behavior or demonstrations
5. Extreme reluctance to go to a particular place or be with a particular person
6. Withdrawal and depression
7. Allusion to incidents in writing or through a prayer request

### **B. Responding to Alleged Victim**

When children disclose abuse, they almost always do so tentatively or by accident, and may later recant even when there is proof that the abuse occurred. If questioned directly, many child victims may deny the abuse. When children disclose intentionally, they may first test the Adult's reaction by pretending that the abuse happened to a friend or by supplying only a small bit of information. If a child or STARS Participant discloses abuse to you, the following are helpful tips on how to respond in the moment:

1. Stay calm.
2. Show love and respect for the child or STARS Participant.
3. Thank the child or STARS Participant for telling you and praise the child's courage.
4. If the child or STARS Participant expresses guilt or concerns about getting in trouble, reassure the child or STARS Participant that no matter what happened he or she is not to blame.
5. If the child or STARS Participant expresses concern about not being believed, reassure the child or STARS Participant that you believe him/her.
6. Allow the child or STARS Participant to talk freely; do not interrupt, ask him/her to repeat words, or probe for details. Use open-ended questions such as "What happened next?" or "Tell me more."
7. Do not offer false assurances, such as promising to keep the child's or STARS Participant's disclosure a secret.
8. Let the child or STARS Participant know what to expect next and incorporate their input where possible.



9. Protect the child or STARS Participant immediately from the suspected offender(s).

Once the child or STARS Participant has been protected or is in a safe place:

1. Consult the decision-making flow chart represented in Figures 1.1 and 1.2 on pages 14 and 15.
2. Report the abuse to authorities (DCFS abuse hotline: 1-800-25-ABUSE), or the Office of the Inspector General for people with intellectual/developmental disabilities: 1-800-368-1463, or the Wheaton Police Department) and the appropriate Ministry Supervisor(s) and/or Pastor/Ministry Director. The Pastor/Ministry Director, as a mandated reporter per the Abused and Neglected Child Reporting Act, is charged with calling the abuse hotline when there is reasonable cause to suspect abuse or neglect.
3. Document the disclosure and complete a Suspicion of Abuse/Policy Violation Report (see [Appendix D](#)) and send a copy of the report to the Child Safeguarding Team via the office of the Pastor of Congregational Care and Family Ministries.
4. Protect the child's or STARS Participant's right to privacy and avoid the urge to turn indiscriminately to colleagues, friends, or family for advice. Instead turn to professionals experienced in handling cases of child sexual abuse and to carefully selected individuals who can provide assistance and support to the child and you. The DuPage Child Advocacy Center is a helpful resource for victims and their families (422 North County Farm Road, Wheaton, Illinois 60187; 630-407-2750).

### **C. Responding to Alleged Perpetrator**

1. Treat the accused with dignity and support.
2. Remove any accused Ministry Worker immediately from his/her position until the situation in question has been resolved.
3. The leadership of the church will put in place a process of healing and restoration, in consultation with our GRACE Certification Specialist, the Child Safeguarding Team and other professionals/experts as needed.
4. Future restoration to church fellowship should be handled with great care, taking the feelings of the victim and the victim's family into consideration. Restoration, if granted, will include the alleged perpetrator agreeing to a limited access agreement.
5. If the accused is convicted, concern and support should be given, with the goal of forgiveness and restoration. However, no one who has ever been convicted of abuse of any kind or of any improprieties involving children or disabled persons should ever be placed in a position to work with children, youth, or persons with intellectual and/or developmental disabilities. Other appropriate places of service should be encouraged. If the situation involves a sex offense against a child, the perpetrator would be subject to the Elder Policy on Ministering to a Known Sexual Offender. That policy is available upon request from the Council of Elders or from the office of the Pastor of Congregational Care and Family Ministries.

### **D. Assessing the Report**

Once the proper authorities have been contacted, the Pastor/Ministry Director, along with a supervising Pastor, Director of Administration and Finance, Pastor of Congregational Care and Family Ministries, or Senior Pastor will make every effort to make an assessment within 24 hours of the report, in consultation with the Child Safeguarding Team and/or our GRACE Certification Specialist or an equivalent child protection expert. A review committee consisting of a lawyer, doctor and psychologist/psychiatrist or social worker (preferably experienced in working with children) may also be called upon to assist in assessing the report.

In addition, the Council of Elders will be immediately informed. The designated Elders, Pastor/Ministry Director and the review committee will determine how best to proceed.

## **E. Summary Steps for Responding to Suspicions and/or Allegations of Abuse**

1. The Pastor of Congregational Care and Family Ministries (or another designated leader) has the responsibility of verifying that the incident has been reported to the proper authorities (the abuse hotline number is 1-800-252-2873) and the appropriate Pastor/Ministry Director and Ministry Workers.
2. The individual who has concerns must document all of his/her efforts to handle the incident. First, he or she should contact the local authorities. Next, he or she must complete a Suspicion of Abuse/Policy Violation Report (see [Appendix D](#)) and send a copy of the report to the Child Safeguarding Team via the office of the Pastor of Congregational Care & Family Ministries.
3. The Director of Administration and Finance will report the incident to the church's insurance company and lawyer.
4. If the parents are not the alleged perpetrators, the parents will be notified.
5. The Pastor of Congregational Care and Family Ministries, in collaboration with the Child Safeguarding Team, will set any appropriate boundaries with the accused for the protection of the vulnerable.
6. The Executive Pastor will appoint a spokesperson to handle communication both within and outside the church.
7. The spokesperson will prepare a public statement to answer the media and to convey the news to the congregation.

## **IX. Limited Access Agreements**

- A. College Church utilizes Limited Access Agreements to clarify safe behavior around children for community members who have:
  1. Engaged in concerning or risky behavior (as determined by Paid Staff or Ministry Workers)
  2. Violated the Child Protection Policy repeatedly and intentionally
  3. Offenses that are not related to children (e.g. stealing, drug use, DUI, etc.)
- B. Limited Access Agreement is a written and agreed-upon boundary between an individual and College 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 apply to participants in the College Church community. They do not apply to known sexual offenders or Paid Staff Members.
- C. If a convicted sexual offender wants to join College Church's community, they are required to complete the necessary steps outlined in the Elder Policy on Ministering to a Known Sexual Offender, which is available upon request from the Council of Elders or from the office of the Pastor of Congregational Care and Family Ministries. Similarly, if an individual has been credibly accused of child sexual abuse or any form of child maltreatment but has not yet or was not convicted, we will contact our GRACE Certification Specialist (or equivalent child protection expert) on how to best proceed.
- D. If a Paid Staff member violates the policy, they will be formally warned, subjected to possible termination, and then potentially fired if the violation occurs again, depending on the severity of the violation.

## **X. Protection Policy Sources**

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Cobble, James; Hammar, Richard; and Klipowicz, Steven. *Reducing the Risk of Child Sexual Abuse in Your Church*. Matthews, NC: Christian Ministry Resources, 1993.

Christian Service Brigade. *Facing the Issue of Child Sexual Abuse in the Church*. Revised: January 2006.

Crabtree, Jack. *Better Safe than Sued*. Loveland, Co: Group Publishing, 1998.

Reju, Deepak. *On Guard: Preventing and Responding to Child Abuse at Church*. Greensboro, NC: New Growth Press, 2014.

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Vredeveld, Ronald C. *Caring Relationships: Helping People with Mental Impairments Understand God's Gift of Sexuality*. Grand Rapids, MI: CRC Publications, 2001.

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Protection Policy Revised/Approved by the Council of Elders: October 2019  
Due Reconsideration: January 2021



# College Church

## Appendix A-1

### ARTICLES OF FAITH

#### ARTICLE I

We believe that the Scriptures of the Old and New Testaments are given by inspiration of God, are without error in the original writings and are the only infallible rule of faith and practice.

"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works." 2 Tim. 3:16, 17; 1 Th. 2:13; 2 Pet. 1:19-21

#### ARTICLE II

We believe in one God—the Creator and Ruler of the Universe, existing in a divine and incomprehensible Trinity—the Father; the Son, Jesus Christ; and the Holy Spirit—each possessing divine perfection.

The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Ghost, be with you all. Amen." 2 Cor. 13:14; Mt. 28:19; Jn. 14:26, 15:26; 1 Pet. 1:2

#### ARTICLE III

We believe that our first parents were created holy and upright, that they fell from this condition; and that in consequence the whole human race is in their nature dead in trespasses and sins.

"... by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned." Rom. 5:12; Gen. 1:27, 28, 31; Eccl. 7:29; Eph. 2:1-5

#### ARTICLE IV

We believe in the incarnation, death, and bodily resurrection of the Son of God; and that salvation is attained only through repentance and faith in Him.

"In the beginning was the Word, and the Word was with God, and the Word was God... in Him was life, and the life was the light of men... and the Word was made flesh, and dwelt among us, and we beheld His Glory..." Jn. 1:1-14; 1 Cor. 15:3,4; Acts 4:10-12

#### ARTICLE V

We believe in the necessity of a radical change of heart and that this is effected through the truth, by the agency of the Holy Spirit.

"... Except a man be born again, he cannot see the kingdom of God." Jn. 3:3; 1 Pet. 1:23; Ti. 3:5

#### ARTICLE VI

We believe that the Christian is called with a holy calling to walk not after the flesh, but after the Spirit.

"Therefore, if any man be in Christ, he is a new creature: old things are passed away; behold, all things are become new." 2 Cor. 5:17; Gal. 5:22, 23; Jn. 15:10

#### ARTICLE VII

We believe that only those should be admitted to membership in the visible Church who have experienced a change of heart.

"Jesus answered, 'Verily, verily, I say unto thee, except a man be born of water and the Spirit, he cannot enter the kingdom of God.'" Jn. 3:5; 1 Cor. 5:6

#### ARTICLE VIII

We believe the ordinances of Baptism and the Lord's Supper together with the observance of the Lord's Day are of perpetual obligation in the church. Recognizing both immersion and affusion as valid, we leave the determination of the mode of adult baptism to the candidate. Provision shall always be made for the baptism or dedication of infants of believers.\* Mt. 28:19; 1 Cor. 11:24-26; Ex. 31:16, 17, with Mt. 5:17,18

\*This article shall be either printed in the church bulletin or read before baptism services in College Church.

#### ARTICLE IX

We believe in the resurrection of the dead and future judgments from which the righteous go away into everlasting life and the wicked into everlasting punishment.

"... many of them that sleep in the dust of the earth shall awake, some to everlasting life, and some to shame and everlasting contempt." Dan. 12:2; Mt. 25:31-46; Rev. 20:11-15: 21:26, 27

#### ARTICLE X

We believe in the personal, bodily return of Christ in power and great glory as King of Kings and Lord of Lords and in Christ's ultimate complete triumph and the establishment of "new heavens and a new earth, wherein dwelleth righteousness." \*

"... this same Jesus, which is taken up from you into heaven, shall so come in the like manner as ye have seen him go into heaven." Acts 1:11; 2 Pet. 3:10- 13; Rev. 19:16, 21:1-7

AMENDED AND APPROVED BY THE CONGREGATION May 21, 2006



## College Church

### *Appendix A-2*

#### *STANDARDS OF THE CHRISTIAN LIFE*

WE BELIEVE the Scriptures establish basic principles to guide the actions and attitudes of a Christian and that it is the responsibility of each Christian, through constant submission to Christ, to glorify God through the application of these principles<sup>1</sup>. We affirm the Scriptures as the Christian's final source of teaching and training for all of life's activities. Consistent reading and study of the Word of God is essential for growth in the Christian life.<sup>2</sup>

WE BELIEVE the life of a Christian empowered by the Holy Spirit is characterized by love for and dependence upon God and love toward all people.<sup>3</sup> A Christian loves God by worshiping Him,<sup>4</sup> giving thanks for all He has done,<sup>5</sup> obeying Him,<sup>6</sup> and making Him known to others.<sup>7</sup> A Christian loves others by sharing their burdens,<sup>8</sup> remaining intolerant of their sin,<sup>9</sup> forgiving their personal offenses yet seeking to restore them to fellowship with the Lord,<sup>10</sup> demonstrating the fruit of the Spirit--love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control,<sup>11</sup> and loving others as himself.<sup>12</sup>

WE BELIEVE, for example, that the Scriptures call a Christian to be joyful,<sup>13</sup> to trust in God,<sup>14</sup> to live a life of holiness in the world,<sup>15</sup> to exhibit humility and honesty,<sup>16</sup> to deny self in submission to the sovereignty of Christ<sup>17</sup> and to be a faithful steward of things God has given--mind, time, abilities, funds, and opportunities.<sup>18</sup>

WE BELIEVE that a Christian must strive to live a life in which Christ is Lord of all thoughts, actions, and words. A Christian must recognize that there are actions and attitudes that are inconsistent and inappropriate, such as sinning against the body of Christ or one's own body. A Christian led by the Holy Spirit will, after prayer and studying the Scriptures, exercise freedom responsibly with loving regard for the sensitivities and weaknesses of others.<sup>19</sup>

WE FURTHER BELIEVE that, based on Scriptural teaching and concern for our individual and corporate witness, we must refrain from practices such as sexual impurity, marital infidelity, gossiping, greed, illegal drug use, licentiousness, drunkenness and other excesses.<sup>20</sup> By God's grace through the power of the Holy Spirit, the Christian should seek to grow in godliness in all areas of life as an act of worship to Jesus Christ. In so doing, Christ is given all glory and his redeeming love is on display for all to see.

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<sup>1</sup> Ex. 20; Mt. 5:16; Lk. 11:28; Acts 5:29; Mt. 6:33

<sup>2</sup> 2 Tim. 2:15; 3:16

<sup>3</sup> Phil. 1:9-11; Jn. 13:34-35; Rom. 12:9-10; 13:8; 1 Cor. 13:1; Eph. 5:1-2; 1 Th. 4:9; 1 Pet. 4:8

<sup>4</sup> Mt. 4:10

<sup>5</sup> Col. 3:17; 1 Th. 5:18; Eph. 5:20

<sup>6</sup> 1 Jn. 2:3-6

<sup>7</sup> Mk. 16:15; Rom. 1:16

<sup>8</sup> Gal. 6:2

<sup>9</sup> Rom. 13:14

<sup>10</sup> Mt. 18:21-22; Eph. 4:32; Col. 3:13; Lk. 6:27-28; 32-35; Rom. 12:17-21; 1 Pet. 3:9

<sup>11</sup> Gal. 5:17-23

<sup>12</sup> Rom. 13:9

<sup>13</sup> Neh. 8:10; Ps. 5:11; Jn. 15:11

<sup>14</sup> 1 Jn. 2:23; 2 Chr. 20:20; Isa. 26:4; Heb. 2:13

<sup>15</sup> Rom. 12:1; Eph. 1:4; 1 Cor. 3:21-23; 1 Jn. 2:15-17

<sup>16</sup> Col. 3:8-12; 1 Th. 4:12

<sup>17</sup> Mt. 16:24; Rom. 12:16; Eph. 4:1-3; Phil. 2:3-4

<sup>18</sup> 1 Pet. 4:10; Eph. 5:15-16, 18; Mt. 6:19-21; Rom. 12:1; 2 Cor. 6:16

<sup>19</sup> 1 Cor. 8:9,13; Rom. 14

<sup>20</sup> 1 Pet. 1:13-16; Gal. 5:19-21; Eph. 4:17-24; Jas. 3:2-10; Phil. 4:8-9



# College Church

## Appendix B-1

### *GUIDELINES FOR STUDENT HELPERS (GRADES 3-12) IN NURSERY*

Any student wishing to help in our Nursery needs to have a parent's permission to do so. Both the student and the parent need to read and agree to abide by the following guidelines:

- 9th-12th grade students may teach or assist in the Nursery with the Nursery Supervisor's permission.
- Students 3rd-8th grade will only be allowed to help in a class alongside their parent(s). Rare exceptions may be made by the Director of Children's Ministries.
- Students will have the option of working weekly, bi-monthly or monthly.
- If a Student Helper decides they do not want to continue their involvement, they must have a written note from a parent so that there is no miscommunication about where the student is or what they are doing.
- Student Helpers and parents will read through the Nursery Volunteer Handbook, paying special attention to page 5 that outlines specific guidelines for Student Helpers.
- Student Helpers will remain in the classroom for the duration of the program they are helping with (no switching back and forth between classes or wandering around the halls).
- If a Student Helper is behaving inappropriately, the parent or supervising adult will take the student aside and direct the student as to the proper behavior. Repeated inappropriate behavior may be cause for suspension or ending of the Student's service in this ministry.
- Student Helpers will always work alongside an adult, and never be left alone with the children.
- Students will apply by reviewing the above guidelines with their parents, completing the form below, and returning it to the Director of Children's Ministries.
- Students will be notified by the Nursery Superintendent when they are accepted into the program.

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Ministry student is applying to work in \_\_\_\_\_

Nursery room student is applying to work in \_\_\_\_\_

**We have read the Nursery Volunteer Handbook, as well as the above guidelines for Student Helpers and agree to follow them.**

Parent's signature

Student's signature

Date

(For office use only)

\_\_\_\_\_ approved

\_\_\_\_\_ disallowed

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Pastor/Ministry Director



# College Church

## Appendix B-2

### GUIDELINES FOR STUDENT HELPERS (Grades 3-12) IN CHILDREN'S MINISTRIES

Any student wishing to help in our Children's Ministries needs to have a parent's permission to do so. Both the student and the parent need to read and agree to abide by the following guidelines:

- 9th - 12th grade students may teach or assist in a class with the Program Supervisor's permission.
- Students in grades 3-8 may help out in a class if they have preapproval and if a Ministry Worker in the class is willing to take a supervisory role.
- Students younger than grade 3 will only be allowed to help in a class alongside their parent.
- Students will have the option of working weekly, bi-monthly or monthly.
- If a Student Helper decides he/she does not want to continue his/her involvement, he/she must have a written note from a parent so that there is no miscommunication about where the student is or he/she is doing.
- Student Helpers will remain in the classroom for the duration of the program in which they are helping with (no switching back and forth between classes or wandering around the halls).
- If a Student Helper is behaving inappropriately, the parent or supervising adult will take the student aside and direct the student as to the proper behavior. Repeated inappropriate behavior may be cause for suspension or ending of the Student's service in this ministry.
- Student Helpers will always work alongside an adult, and **never** be left alone with the children.
- Students will apply by reviewing the above guidelines with their parents, completing the form below, and returning it to the Director of Children's Ministries.
- Students will be notified by the Program Superintendent and/or the teacher they will be working with when they are accepted into the program.

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Ministry student is applying to work in \_\_\_\_\_

Name of supervisory Ministry Worker (grade 3-8) \_\_\_\_\_

We have read the above guidelines for Student Helpers and agree to follow them.

Parent's signature

Student's signature

Date

(For office use only)

\_\_\_\_\_ approved

\_\_\_\_\_ disallowed

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Pastor/Ministry Director



# College Church

## Appendix B-3

### GUIDELINES FOR STUDENT HELPERS (Grades 7-12) IN SPORTS MINISTRIES

Any student wishing to help in our sport ministries needs to have a parent’s permission to do so. Both the student and the parent need to read and agree to abide by the following guidelines:

- 9th - 12th grade students may assistant coach on a team with the head coach’s approval.
- Students in grades 7 and 8 may assistant coach with the head coach’s approval and the head coach’s willingness to take a supervisory role. They may only assist to a first, second, or third grade team.
- Students younger than grade 7 will not be allowed to assistant coach.
- If a Student Helper decides they do not want to continue their involvement, they must have a written note from a parent so that there is no miscommunication about where the student is or what they are doing.
- If a Student Helper is behaving inappropriately, the parent or supervising adult will take the student aside and direct the student as to the proper behavior. Repeated inappropriate behavior may be cause for suspension or ending of the Student's service in this ministry.
- Student Helpers will always work alongside an adult, and never be left alone with the children.
- Students will apply by reviewing the above guidelines with their parents, completing the form below, and returning it to the Pastor over Sports Ministry.
- Students will be notified by part of the Upward Leadership Team if they are not accepted to work in the program.

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of supervisory adult (grade 7-8) \_\_\_\_\_

We have read the above guidelines for Student Helpers and agree to follow them.

Parent’s signature

Student’s signature

Date

(For office use only)

\_\_\_\_\_ approved

\_\_\_\_\_ disallowed

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Pastor/Ministry Director







## College Church

### *Appendix C*

#### *DISCIPLINE POLICY*

#### **I. Purpose**

To communicate to teachers and parents the procedures that will be followed for classroom situations requiring teacher administered discipline. The Christian Education program desires to encourage, stimulate, and foster the Christian growth of all participants. Because of this, students will not be allowed to disrupt the classroom and/or hinder the growth and learning of others. The purpose of discipline is not punishment for wrongdoing, but assistance in doing what is right. The following policy is provided in the event that corrective measures need to be taken. All teachers are required to subscribe to this policy before working in the Christian Education ministries.

#### **II. Discipline Policy for Preschoolers**

- a. ***Situations Requiring Discipline***
  - i. Direct disobedience to request from the teacher or belligerent behavior.
  - ii. Aggressive behavior (biting, hitting, etc.).
  - iii. Damage to College Church's or another individual's property.
  - iv. Other situations deemed dangerous to safety of the individual or of those around them.
- b. ***Disciplinary Options*** (*Note: Physical punishment or verbal intimidation is never an option for discipline at the church.*)
  - i. Depriving the child of a privilege.
  - ii. Isolation from the group (removal to a quiet corner of the room or outside the classroom door, but always under the supervision of an adult).
  - iii. Contacting the parent(s)/guardian.
  - iv. Require the parent/guardian to sit with the child during class.
- c. ***Suggested Disciplinary Steps*** (*Note: Open defiance or aggressive behavior calls for firm and immediate action.*)
  - i. Isolate the child from the group. Get down on the child's level and make eye contact. State unacceptable behavior and reason it is unacceptable (i.e. "I can't let you bite. Biting hurts.")
  - ii. Be firm
  - iii. If behavior persists, contact the supervisor by putting the orange cone (available in each classroom) outside the door in the hall. (See the Protection Policy for more information.)
  - iv. When behavioral issues become a persistent problem, the teacher and supervisor need to make the student's misbehavior a matter of prayer and discuss whether a phone call to the parent(s)/guardian is warranted or whether it would be best to contact the parent(s)/guardian immediately and have them deal with their child's misbehavior. A phone call may be preferable to talking to the parent(s)/guardian at the end of class in front of others.
  - v. A parent/guardian may be requested to sit with their child in the class until the misbehavior is corrected.
- d. ***Avoiding Discipline Problems***
  - i. Set limits.
    1. Use short, simple sentences.
    2. Be consistent.
    3. Expect obedience. Children often live up to expectations.
    4. Establish boundaries and consequences of not staying within those boundaries.
    5. Follow-through is essential.
  - ii. Avoid clashes
    1. Anticipate clashes of the will.
    2. Have a diversion ready, if possible.
    3. Do not make an issue out of the unimportant.
    4. Do not offer a choice when no choice is intended.
    5. Demonstrate a sense of humor.
  - iii. Use positive language.
    1. Instead of "no," try rephrasing in a positive way.
    2. Reinforce with an action, if possible.

- iv. Avoid boredom/restlessness.
  1. Be prepared (room readiness, teacher readiness).
  2. Have a written lesson plan.
  3. Over-plan.
  4. Check lesson plan for variety.
  5. Plan “moving around” activities.
  6. Plan transition times.
  7. Maintain control.

### III. Discipline Policy for Grades K Through 12

- a. **Situations Requiring Discipline**
  - i. Disrespect shown to people or property.
  - ii. Direct disobedience to a request from the adult leader or belligerent defiance.
  - iii. Disruption by noise, actions, or attitude that interferes with the learning process in their own classroom or other classrooms in the area.
  - iv. Actions which are contrary to the Church’s Standards of the Christian Life (see Appendix A of the Protection Policy).
  - v. Damage to College Church’s or another individual’s property.
  - vi. Other situations deemed dangerous to the safety of the individual or of those around them.
- b. **Disciplinary Options** (*Note: Physical punishment or verbal intimidation is never an option for discipline at the church.*)
  - i. Depriving the student of the privilege.
  - ii. Isolation from the group (removal to a quiet corner of the room or outside the classroom door, but always under the supervision of an adult).
  - iii. Confronting the student about the misbehavior.
  - iv. Contacting the parent(s)/guardian.
  - v. Requiring the parent(s)/guardian to stay with their child during his/her participation.
  - vi. Suspension of student from an activity or program.
- c. **Suggested Discipline Steps** (*Note: Please use your discretion as to the order and the time periods suggested in the steps below. It may be more appropriate to skip the first few steps. In all cases, correct unacceptable behavior immediately. Do not let it continue for an extended period of time because correction only becomes more difficult when the misbehavior becomes a habit.*)
  - i. The adult leader should state the offense, the desired behavior, and the consequences to follow if the behavior is not corrected.
  - ii. If the misbehavior continues, the adult leader should seek the assistance of a supervisor, director, or pastor. The student should be taken just outside the classroom and asked to state the offense and the desired behavior. A warning should be given that if the misbehavior continues, a parent, guardian, or church leadership will be contacted. The adult leader and supervisor, director, or pastor need to make the student’s misbehavior a matter of prayer and discuss whether a phone call to the parent(s)/guardian is warranted—either because of the seriousness of the behavior or the continuous disruption of the class. If a phone call is to be made, it should ideally be done by the adult leader observing the behavior. However, in some instances, it may be more appropriate for the supervisor, director, or pastor to make the phone call.
  - iii. If, after returning to class, the student continues to misbehave, every effort should be made to locate a parent/guardian and request that they come deal with the misbehavior. It may be appropriate to ask the parent/guardian to sit with their student in class to ensure corrected behavior. If a parent/guardian is not available, a church leader (Pastor/Ministry Director, etc.) may be asked to come in and work directly with the student. The church leader will determine what subsequent steps should be taken and communicate that decision to both the adult leader and the student.
  - iv. If it becomes apparent that the student has no intention of changing his/her behavior, a conference should be called between the student, parent(s)/guardian, adult leader, program superintendent and Pastor/Director. At this meeting, the adult leader should be the primary spokesperson, explaining why the meeting was called and stating specific instances of unacceptable behavior. The parent(s)/guardian, along with the adult leader, program superintendent and Pastor/Director should try to agree upon the next course of action using the Behavioral Contract (Addendum B).
  - v. In some cases, suspending a student from an activity or sending the student home from an activity is warranted.
  - vi. If mutual agreement cannot be made, or if, after pursuing the agreed upon course of action the misbehavior still continues, it is recommended that the Pastor/Ministry Director would contact the Child Safeguarding Team and ask for their assistance in addressing the situation with the parent(s)/guardian. The parent(s)/guardian should be charged with the responsibility of instructing the student in what the proper expected behavior is and administering whatever disciplinary measures they may feel are appropriate. Where the Child Safeguarding Team feel it is appropriate, additional support and counseling will be

initiated with the parent(s)/guardian. It will be at the discretion of the Child Safeguarding Team as to the form and nature of such support and counseling.

d. ***Avoiding Classroom Discipline Problems***

It is important for the student to learn Bible truths in a controlled environment. Classroom control is essential for consistent learning to occur. Listed below are a few simple ways to help the adult leader better prepare for the class and help avoid discipline problems.

- i. Establish and post classroom rules. Set reasonable limits considering the students' ages and needs. Make the rules and the consequences of breaking those rules known to your students. Review the rules frequently.
- ii. Be fair, courteous, loving, and encouraging toward all students.
- iii. Be consistent at all times.
- iv. Prepare ahead and determine your goals for the lesson.
- v. Avoid boredom and listlessness by checking your lesson plan for variety.
- vi. Arrive a minimum of 10 minutes ahead of the starting time.
- vii. Have all materials ready and available for use.
- viii. Be patient. Keep your composure. Anger only sets a bad example.
- ix. Recognize and praise good behavior. State what should be done ("walk quietly") not only what should not be done ("don't run"). Students respond to a positive approach.
- x. Avoid ridicule and sarcasm.
- xi. Use common sense and keep your sense of humor. Not all problems are tragedies. Ignoring certain behaviors may be the most appropriate action, especially for younger students.
- xii. Don't make threats you won't carry through. Enforce the established rules.
- xiii. Never leave your class unattended.
- xiv. Give students responsibilities appropriate to their age level.
- xv. Plan times together outside the classroom (class parties, outings, etc.), keeping in mind the Protection Policy guidelines regarding outings.
- xvi. If a student persistently fails to respond to these positive methods, follow the accepted Discipline Policy as outlined above.

**IV. Discipline Policy for STARS Disability Ministry**

The following discipline policy is intended to be consistent in all areas of the Disability Ministry. In order for this policy to be effective, the participants in the program must understand, to the best of their ability, what is and is not appropriate behavior. With the help of a parent(s)/guardian or caregivers, the Ministry Workers should encourage each participant to achieve "age appropriate" behavior.

a. ***Appropriate Behavior***

Appropriate behavior should always be praised, focused on, and encouraged. There are several ways to reinforce desirable behavior.

- i. Behavior Chart
  1. List participant's name and draw a star symbol/smile face, when exhibiting good behavior.
  2. Place chart on wall in view of students.
  3. Reward participant for achieving behavior goals (tangible rewards/special privileges).
- ii. Verbal Praise
  1. Praise the individual directly.
  2. Use individual as an example for the rest of the group. (*Note: Sign language or pictures should be used to communicate with nonverbal participants.*)
- iii. Tangible reward: stickers, snack or inexpensive token (agreed upon by Superintendent and Ministry Director).
- iv. Special privileges: first in line, take offering, special helper with story time, help lead singing/prayer.

b. ***Inappropriate Behavior***

There are differing levels of inappropriate behavior from distracting to disruptive and unsafe. Determining the level of inappropriate behavior and using the correct method to reverse the behavior will be at the discretion of the Paid Staff or Ministry Worker.

- i. Distracting Behavior (This is a behavior, such as wandering around the room or speaking out of turn, that is not disruptive or unsafe.)
  1. Ignore undesirable behavior.
    - a. Do not acknowledge undesirable behavior.
    - b. Praise participant for desirable behavior.

- c.
2. Redirect to desired behavior.
  - a. Prompt participant to engage in desirable activity without acknowledging inappropriate behavior.
  - b. Praise participant for desirable behavior.
3. Recognition/reminder of inappropriate behavior.
  - a. Quietly get the attention of the participant by a gentle touch or eye contact.
  - b. Remind them that their behavior is not acceptable, shake head no.
  - c. Explain appropriate behavior (“This is when we listen” or “We’re quiet when we pray”).
  - d. Praise participant for following your direction. (*Note: Sign language or pictures should be used to communicate with nonverbal participants.*)

Repeating methods may be necessary in determining effectiveness and achieving results. Kindness and patience should always be used in any form of discipline.

ii. Disruptive Behavior

This is behavior, such as shouting, throwing objects, or continuing to tease or touch, which does not change after being asked to stop. Ignoring disruptive behavior is nearly impossible but using methods of redirecting or reminding as above usually results in diminished undesired behavior. If a participant consistently exhibits disruptive or undesirable behavior and does not respond to any of the above methods, you may need to remove him/her from the situation. The time out procedure outlined below should only be used when the above positive approaches have been used repeatedly without success.

1. Time Out

- a. Start with a short time of 1-2 minutes to get their attention. If behavior were to happen again, extend the time at your discretion.
  - b. Be consistent with the location. Be careful not to time out your participant in a reinforcing environment (the hallway might be a fun place to watch people).
  - c. Have them face away from you.
  - d. Don’t converse with them.
  - e. Pray with participant for help in improving behavior before returning to activity.
  - f. Inform parent(s)/guardian of each time out incident.
2. If there is a misbehavior you can’t manage, please seek the assistance of the Ministry Director, Superintendent, or Program Supervisor and parent(s)/guardian.

iii. Unsafe Behavior

This is a behavior that could cause physical harm to participants or Ministry Workers or could cause damage to church property. Safety must be of the utmost concern for participants and Ministry Workers in the program. The following steps will be taken in an unsafe situation:

1. Removal of participant
  - a. Quick, firm action will be necessary.
  - b. Move participant away from other participants if possible.
  - c. If necessary, move other participants to another area.
  - d. Call parent(s)/guardian immediately.
2. Report incident: fill out appropriate incident report and give to Pastor/Ministry Director.
3. Contact parent(s)/guardian about behavior and seek suggestions.

Remember to always be in prayer for the participant and the situation. If a participant’s behavior does not improve, a personalized behavior management program will be implemented. This will be determined with the help of the parent(s)/guardian and Pastor/Ministry Director (see attached Behavior Management Contract).

A participant can be dismissed from the program for a determined amount of time if the Behavioral Management Contract is violated. College Church reserves the right to dismiss a participant whose behavior endangers the safety of themselves and/or others.

# ***Behavioral Management Contract***

**Name:**

*Problem:* (state inappropriate behavior)

*Background:* (state pertinent information regarding the student)

*Behavioral Implementation:* (state acceptable or target behavior)

*Contingency Schedule:* (state consequences of exhibiting inappropriate behavior)

**Signature & Agreement:**

*I agree to follow the provisions of this contract.*

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date



# College Church

## Appendix D-1

### Notice of Incident or Injury

(PLEASE PRINT ALL ANSWERS LEGIBLY IN ENGLISH)

Name of Injured Person: \_\_\_\_\_ Age or Date of Birth: \_\_\_\_\_

Name of Parents or Guardians (if a minor): \_\_\_\_\_ Gender: Male \_\_\_ Female \_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Relationship to College Church: Member/Regular Attender \_\_, Employee \_\_, Volunteer \_\_, Student \_\_

ESL Staff \_\_, ESL Student \_\_, Other \_\_ (EXPLAIN) \_\_\_\_\_,

Attending an Event \_\_ (WHAT EVENT) \_\_\_\_\_

Name of the individual responsible for supervision: \_\_\_\_\_

Date of Incident: (dd/mm/yy) \_\_\_\_\_

Time of Incident: \_\_\_\_\_

AM or PM (Circle One)

Location of Incident: (BE SPECIFIC) \_\_\_\_\_

Injuries Sustained: \_\_\_\_\_

Did the injured person require medical care? Yes \_\_\_ NO \_\_\_

• Was First Aid administered? Yes \_\_\_ NO \_\_\_ By Whom? \_\_\_\_\_

Describe the first-aid/medical attention that was administered: \_\_\_\_\_

\_\_\_\_\_

• Was the AED administered? Yes \_\_\_ NO \_\_\_ By Whom? \_\_\_\_\_

• Was CPR administered? Yes \_\_\_ NO \_\_\_ By Whom? \_\_\_\_\_

• Was 911 Called? Yes \_\_\_ NO \_\_\_ By Whom? \_\_\_\_\_

Injured Party was transported to the hospital by: Ambulance \_\_ Personal Vehicle \_\_ Not Transported \_\_

Did the injured person refuse medical attention? Yes \_\_\_ NO \_\_\_

Were family members present? Yes \_\_\_ NO \_\_\_ Name(s): \_\_\_\_\_

Were the police called? Yes \_\_\_ NO \_\_\_ By Whom: \_\_\_\_\_

Was a police report filed? Yes \_\_\_ NO \_\_\_ Officer's Name: \_\_\_\_\_

**Turn Page Over and Complete Back Side**

Return completed form to Nancy Singer, Director of Administration & Finance, at College Church, 332 E. Seminary Avenue, Wheaton, Illinois 60187. Phone: (630) 668-0878

**Report serious injuries immediately. Return completed form within 24 hours of the incident.**

# Notice of Incident or Injury

(Continued)

(PLEASE PRINT ALL ANSWERS LEGIBLY IN ENGLISH)

How did the injury happen? Explain in your own words what happened. Please include as much detail as possible; describing the incident in the order it occurred. Use additional pages if necessary.

Were staff members present? Yes  NO  Name(s): \_\_\_\_\_

Were there witnesses? Yes  NO  If Yes, provide name, address, phone & email.

	Name of Witness	Street Address	City, State, Zip	Phone
Witness 1				( )
Witness 2				( )
Witness 3				( )

Comments:

Name of the person preparing this report: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Return completed form to Nancy Singer, Director of Administration & Finance, at College Church, 332 E. Seminary Avenue, Wheaton, Illinois 60187. Phone: (630) 668-0878

**Report serious injuries immediately. Return completed form within 24 hours of the incident.**





# College Church

## *Appendix D-2 Suspicion of Abuse/Policy Violation Report*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Program Participant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

1. Nature of suspected abuse and/or policy violation (please be as specific as possible):
  
2. How information became known to reporting party:
  
3. Parent/Guardian who brought program participant:
  
4. Other unusual behaviors:
  
5. Other known history of abuse and/or policy violations:
  
6. Name of reporting person:
  
7. Pastor/Ministry Director to whom report was made:

DCFS Reporting Hotline: 1 - 800 - 25 ABUSE (1 800 252 2873)

Office of the Inspector General for people with intellectual/developmental disabilities: 1-800-368-1463

**Name of DCFS or Inspector General representative to whom suspected abuse was reported (include date and time of contact):**

Name of DCFS/Inspector General Representative	Date of Contact	Time of Contact
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## College Church

### *Appendix E*

#### *TRANSPORTATION POLICY*

To ensure maximum safety for all individuals involved in transportation related to any of the ministries of College Church using private, church-owned, or rented vehicles, the Director of Administration & Finance shall oversee the following policy.

##### ***Safety Requirements***

- Driver must read and agree to this Transportation Policy and turn in a completed Application to Drive for Church Purposes Form to the Pastor/Ministry Director or Director of Administration & Finance, and be approved, prior to the ministry event.
- Driver must have a valid driver's license
- Driver must abide by all traffic laws.
- Driver and vehicle must be insured and provide proof of insurance to Pastor/Ministry Director.
- The use of seatbelts by all passengers is mandatory. Hence the number of seatbelts in the vehicle will determine the maximum number of passengers. No exceptions.
- All children under the age of 12 are to be seated in a back seat with a seatbelt in use to prevent injury in the event of passenger side airbag deployment.
- No driver shall use any hand-held device when driving, even if using a "hands-free" device. The driver must pull over safely, stop the vehicle and then place or answer a call.
- The following distance restrictions must be observed:
  - One rest stop every 250 miles
  - No more than 14 hours of travel in any one 24-hour period
  - No travel between the hours of 12:00 am and 6:00 am
- Driver must report any incident involving accident, injury or police to the Pastor/Ministry Director as soon as possible, and no more than 24 hours after the incident.
- If a driver who has been approved under this policy is involved in any accident which is deemed to be his/her fault, the Pastor/Ministry Director may suspend his/her driving privileges for College Church ministries.

##### ***Additional requirements for those transporting minors or persons with intellectual and/or developmental disabilities***

- Driver will be subject to a background check.
- Driver must be 25 years of age.
- Driver may not be alone in a vehicle with an unrelated legal minor or person with intellectual and/or developmental disabilities. The only exception to this rule is when the person with intellectual and/or developmental duties is their own legal guardian. In that case, the director of disabilities ministries must first approve the person with intellectual and/or developmental disabilities to drive alone with the approved driver.

##### **Using Church or Rented Vehicles**

- Only approved drivers are permitted to drive the church or rented vehicles. Ministry Workers of opposite gender (excepting immediate family members) may not travel on church business unless at least one additional person is present. All Christian Education ministries must work with the Director of Administration & Finance to ensure appropriate steps are taken well in advance of a scheduled trip. Driver approval is based solely on the procedures undertaken by the Director of Administration & Finance, in compliance with the insurance policy of the church.
- Exceptions to these regulations may be granted at the discretion of the Director of Administration & Finance or in the case of an emergency by a Pastoral Staff member.
- The Transportation Policy and Application to Drive for Church Purposes Form will be distributed to Pastors/Ministry Directors and staff. It will also be available in the church office and from the church website. It is the responsibility of the Director of Administration, Pastors/Ministry Directors and staff to implement this policy at the Ministry Worker level.



# College Church

## *Application to Drive for Church Purposes*

(Please Type or Print All Information)

**Ministry you are applying to drive for:** \_\_\_\_\_

Applicant Name (as it appears on your driver's license): \_\_\_\_\_

Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 (Note: No background check or MVR can be ordered without your full SSN. We do NOT keep your SSN number on file.)

Applicant's Email Address: \_\_\_\_\_

**Personal Auto Insurance Information:**

Name of Insurance Co.: \_\_\_\_\_ Policy # \_\_\_\_\_

Policy Effective Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Liability Coverage: \_\_\_\_\_ (per occurrence); and \$ \_\_\_\_\_ (overall Maximum)

*\*All applicants agree to provide a copy of their renewed auto insurance card when the previous one has expired.*

**Have you driven a 15-passenger van? If yes, describe level of experience:** \_\_\_\_\_

*A Motor Vehicle/DMV Report is required for persons applying to drive a vehicle for church purposes, whether owned, rented or borrowed by the Church or owned, rented or borrowed by the individual driver. This report details the driving record of an individual and includes all infractions, misdemeanors, and any drug or alcohol-related offenses. College Church reserves the right to revoke approval for a driver to drive a church vehicle or carry passengers other than immediate family for church purposes based upon new knowledge received regarding his/her driving record after this report is obtained.*

- I agree to furnish to College Church in Wheaton a copy of my Motor Vehicle Report obtained from the Driver's License Facility at a cost of \$17.00.*
- I would prefer that College Church in Wheaton's insurance carrier to obtain my Motor Vehicle Report from the Driver's License Facility. College Church will pay the \$17.00 fee.*

### RELEASE OF INFORMATION

*By submitting this application, I authorize College Church and the church's insurance carrier to obtain my motor vehicle report if I decline to furnish it myself. I understand that College Church and/or the church's insurance carrier reserves the right to refuse my request to drive church vehicles. I certify that all of the information I have provided is true and accurate. I agree to abide by the rules in the attached College Church Transportation policy.*

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## College Church

### *Appendix F-1*

#### *Summary of College Church Protection Policy: Children's "Kids' Harbor" Ministry (Birth - Fifth Grade)*

The following is a brief summary of policies pertaining to all Ministry Workers (Paid Staff, Supervisors, and/or Unpaid Ministry Workers) serving with children ages birth-fifth grade.

**Basic Rule: Children must always be supervised by a minimum of two approved Ministry Workers.**

#### **Screening:**

- All Kid's Harbor Ministry Workers need to complete a Ministry Worker Profile and undergo a background check.
- The paperwork must be completed and processed before any Ministry Worker may be in the classroom.
- Prior to each fall, all returning Ministry Workers must complete a brief Returning Ministry Worker Form.

#### **Staffing:**

- Two-deep leadership is always required. All Ministry Workers in each classroom must have completed the screening process. If there is a substitute in the classroom, at least one of the two Ministry Workers must have completed the screening process.
- A Ministry Worker may not be alone with a child at any time or in any place.
- Children must be under Adult supervision at all times.

#### **Restroom Policy:**

- Preschool: Only female Ministry Workers may assist children in the restroom.
- When assisting a preschooler, there must be a sight line into the restroom. If a Ministry Worker needs to assist a preschooler in the restroom, the stall must remain open and the Ministry Worker must be observed by a second Ministry Worker.
- Kindergarten–fifth grade: When children in kindergarten - fifth grade need to use the restroom, an adult of the same gender must accompany them, screen the restroom, wait outside until they are done, and accompany them back to the class. This trip to the restroom must be observed by a second Ministry Worker.

#### **Proper Display of Affection:**

- Appropriate Displays of Affection:
  - physical: brief hugs; side hugs; gentle contact on children's heads, shoulders, arms, and hands. For pre-kindergarten children, child-initiated kissing (other than on the lips) is appropriate
  - verbal: words of encouragement, comfort, and affirmation
- Inappropriate Displays of Affection:
  - Kissing on the lips (child-initiated or not).
  - Ministry Worker-initiated kissing of children.
  - Giving and getting backrubs.
  - Lap sitting with children aged kindergarten – fifth grade. Rather, encourage them to sit next to you.
  - Rough housing and physical punishment.
  - Carrying or giving horseback rides with children ages kindergarten - fifth grade.

#### **Reporting:**

- **Abuse and/or Suspicion of Abuse:**
  - Ministry Workers must immediately report an incident and/or suspicion of abuse to the local authorities (DCFS abuse hotline: 1-800-25-ABUSE, or the Wheaton Police Department) and their Supervisor and/or a Pastor/Ministry Director, who will then follow the procedures outlined in the Protection Policy.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Policy Violations:**
  - Ministry Workers must report policy violations to their Supervisor and/or a Pastor/Ministry Director, who will then inform the Child Safeguarding Team.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Incident reporting:**
  - Any incidents resulting in injury or potential injury needs to be reported to the supervising Paid Staff member and documented on the incident report form within 24 hours. This includes injury to children and/or Ministry Workers.
  - Incident Forms are available in the Resource Room and from the Church Office, or in the appendix of the Protection Policy.



## College Church

### Appendix F-2

#### *Summary of College Church Protection Policy: Middle School “KM’s” Ministry (Sixth - Eighth Grade)*

The following is a brief summary of policies pertaining to all Ministry Workers (Paid Staff, Supervisors, and/or Unpaid Ministry Workers) serving with middle school students:

**Basic Rule: Don’t put yourself in situations where you are alone with a student.**

#### **Screening:**

- All KM’s Ministry Workers need to complete a Ministry Worker Profile and undergo a background check.
- The paperwork must be completed and processed before any Ministry Worker may begin participating in the ministry.
- Prior to each fall, all returning Ministry Workers must complete a brief Returning Ministry Worker Form.

#### **Staffing:**

- Two-deep leadership is always required. All Ministry Workers must have completed the screening process.
- A Ministry Worker may not be alone with a youth at any time or in any place.
- Youth must always be under adult supervision during ministry activities.

#### **Proper Display of Affection:**

- Ministry Workers must respect appropriate boundaries with students, especially with the opposite sex. The following are appropriate displays of affection:
  - Physical: brief hugs; side hugs; handshakes and high fives.
  - Verbal: words of encouragement, comfort, and affirmation.
- The following are inappropriate displays of affection:
  - Physical: kissing of any kind; backrubs; unwanted touch of any kind.
  - Verbal: Suggestive comments/compliments related to physique or body development; excessive expressions of affection or special attention to an individual.
  - Dating: At no time shall any Ministry Worker pursue a dating relationship with a youth. Any dating relationship between a youth and an adult is not a relationship at all but is a form of abuse. Although youth may tend to develop “crushes” on leaders, Ministry Workers should never encourage this, being careful to discourage inappropriate behaviors.

#### **Communication with Students:**

- We encourage Ministry Workers and students to communicate primarily through officially scheduled youth ministry activities.
- Ministry Workers are prohibited from sending private messages (via email, text, social media, etc.) to students.
- All forms of messaging between a youth and a Ministry Worker must also be viewable by the youth’s parents and/or Paid Staff.

#### **Discipleship Meetings:**

- If a middle school Ministry Worker desires to meet with individual students for discipleship, the meetings must come with full knowledge and support from the youth pastor *and* the students’ parents.
- Discipleship meetings should consist of a minimum of three people (i.e. the Ministry Worker and two students).
- Ministry Workers must always meet in public places where they are not the only adult present. Furthermore, the students’ parents *and* a Paid Staff member must be aware of any offsite meetings with a student(s).

#### **Driving:**

- Ministry Workers must be approved to provide transportation in accordance with the College Church Transportation Policy.
- Approved drivers can drive students to events, but they must never be alone in a car with a student.
- A Ministry Workers must not be the only Adult in a car full of students of the opposite sex.

#### **Reporting:**

- **Abuse and/or Suspicion of Abuse:**
  - Ministry Workers must immediately report an incident and/or suspicion of abuse to the local authorities (DCFS abuse hotline: 1-800-25-ABUSE, or the Wheaton Police Department) and their Supervisor and/or a Pastor/Ministry Director, who will then follow the procedures outlined in the Protection Policy.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.

- **Policy Violations:**
  - Ministry Workers must report policy violations to their Supervisor and/or a Pastor/Ministry Director, who will then inform the Child Safeguarding Team.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Incident reporting:**
  - Any incidents resulting in injury or potential injury needs to be reported to the supervising Paid Staff member and documented on the incident report form within 24 hours. This includes injury to middle school students and/or Ministry Workers.
  - Incident Forms are available in the Resource Room and from the Church Office, or in the appendix of the Protection Policy.



## College Church

### *Appendix F-3*

#### *Summary of College Church Protection Policy: High School “HYACKs” Ministry (9<sup>th</sup>-12<sup>th</sup> Grade)*

The following is a brief summary of policies pertaining to all Ministry Workers (Paid Staff, Supervisors, and/or Unpaid Ministry Workers) serving with high school students:

**Basic Rule: Don’t put yourself in situations where you are alone with a student.**

#### **Screening:**

- All HYACKs Ministry Workers need to complete a Ministry Worker Profile and undergo a background check.
- The paperwork must be completed and processed before any Ministry Worker may begin participating in the ministry.
- Prior to each fall, all returning Ministry Workers must complete a brief Returning Ministry Worker Form.

#### **Staffing:**

- Two-deep leadership is always required. All Ministry Workers must have completed the screening process.
- A Ministry Worker may not be alone with a youth at any time or in any place.
- Youth must always be under adult supervision during ministry activities.

#### **Proper Display of Affection:**

- Ministry Workers must respect appropriate boundaries with students, especially with the opposite sex.
- The following are appropriate displays of affection:
  - Physical: brief hugs; side hugs; handshakes and high fives.
  - Verbal: words of encouragement, comfort, and affirmation.
- The following are inappropriate displays of affection:
  - Physical: kissing of any kind; backrubs; unwanted touch of any kind.
  - Verbal: Suggestive comments/compliments related to physique or body development; excessive expressions of affection or special attention to an individual.
  - Dating: At no time shall any Ministry Worker pursue a dating relationship with a youth. Any dating relationship between a youth and an adult is not a relationship at all but is a form of abuse. Although youth may tend to develop “crushes” on leaders, Ministry Workers should never encourage this, being careful to discourage inappropriate behaviors.

#### **Communication with Students:**

- We encourage Ministry Workers and students to communicate primarily through officially scheduled youth ministry activities.
- Ministry Workers are prohibited from sending private messages (via email, text, social media, etc.) to students.
- All forms of messaging between a youth and a Ministry Worker must also be viewable by the youth’s parents and/or Paid Staff.

#### **Discipleship Meetings:**

- We encourage discipleship meetings between Ministry Workers and same-gendered high school students, under the following conditions:
  - The meetings are scheduled within the full knowledge of and support from the youth pastor and the students’ parents.
  - The meetings are consisting of a groups of three (i.e. Ministry Worker and 2 students) whenever possible.
  - Ministry Workers are always meeting with students in public places where they are not the only adult present.
  - The students’ parents and a Paid Staff member are aware of any offsite meetings with a student(s).

#### **Driving:**

- Ministry Workers must be approved to provide transportation in accordance with the College Church Transportation Policy.
- Approved drivers can drive students to events but they must never be alone in a car with a student.
- A Ministry Workers must not be the only Adult in a car full of students of the opposite sex.

**Reporting:**

- **Abuse and/or Suspicion of Abuse:**
  - All Ministry Workers must immediately report an incident and/or suspicion of abuse to the local authorities (DCFS abuse hotline: 1-800-25-ABUSE, or the Wheaton Police Department) and their Supervisor and/or a Pastor/Ministry Director, who will then follow the procedures outlined in the Protection Policy.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Policy Violations:**
  - Ministry Workers must report policy violations to their Supervisor and/or a Pastor/Ministry Director, who will then inform the Child Safeguarding Team.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Incident reporting:**
  - Any incidents resulting in injury or potential injury needs to be reported to the supervising Paid Staff member and documented on the incident report form within 24 hours. This includes injury to high school students and/or Ministry Workers.
  - Incident Forms are available in the Resource Room and from the Church Office, or in the appendix of the Protection Policy.





# College Church

## Appendix F-4

### *Summary of College Church Protection Policy: Sports Ministries*

The following is a brief summary of policies pertaining to all Ministry Workers (Paid Staff, Supervisors, and/or Unpaid Ministry Workers) serving in Sports Ministries with children ages K-6<sup>th</sup> grade.

**Basic Rule: Children must always be supervised by a minimum of two approved Ministry Workers.**

#### **Screening:**

- All Sports Ministry Workers must complete a Ministry Worker Profile and undergo a background check.
- The paperwork must be completed and processed before any Ministry Worker may serve in the ministry.
- Prior to each season, all returning Ministry Workers must complete a brief Returning Ministry Worker Form.

#### **Staffing:**

- Two-deep leadership is always required. All Ministry Workers in the gym, court, or field must have completed the screening process. If there is a substitute for a practice, game, etc. at least one of the two Ministry Workers in the gym, court, or field must have completed the screening process.
- A Ministry Worker may not be alone with a child at any time or in any place.
- Children must be under adult supervision at all times.

#### **Restroom Policy:**

- When children in K-6<sup>th</sup> grade need to use the restroom during a practice, an adult of the same gender must accompany them, screen the restroom, wait outside until they are done, and accompany them back to the class. This trip to the restroom must be observed by a second Ministry Worker.
- If staffing ratios do not allow for this arrangement, children may be released to the single-use restroom just outside the main gym, or a similar situation in the particular court, field, etc.

#### **Proper Display of Affection:**

- Appropriate Displays of Affection:
  - physical: brief hugs; side hugs; gentle contact on children's heads, shoulders, arms, and hands. **\*Note:** Always ask the child for permission before touching him or her for a drill, etc.
  - verbal: words of encouragement, comfort, and affirmation
- Inappropriate Displays of Affection:
  - Physical: Kissing of any kind; backrubs; lap sitting; rough housing and physical punishment; carrying or giving horseback rides; congratulatory slaps on the backside; any unwanted touch or touch without the child's permission.

#### **Devotion Time:**

- Always make sure you are observable to another Ministry Worker.
- Never allow yourself to be alone with a child/children in a classroom. Therefore, if you are the only coach present for practice on a given day, do not enter into a classroom for the devotional time, but remain in the gym.

#### **Reporting:**

- **Abuse and/or Suspicion of Abuse:**
  - Ministry Workers must immediately report an incident and/or suspicion of abuse to the local authorities (DCFS abuse hotline: 1-800-25-ABUSE, or the Wheaton Police Department) and their Supervisor and/or a Pastor/Ministry Director, who will then follow the procedures outlined in the Protection Policy.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Policy Violations:**
  - Ministry Workers must report policy violations to their Supervisor and/or a Pastor/Ministry Director, who will then inform the Child Safeguarding Team.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Incident reporting:**
  - Any incidents resulting in injury or potential injury needs to be reported to the supervising Paid Staff member and documented on the incident report form within 24 hours. This includes injury to children and/or Ministry Workers.
  - Incident Forms are available in the Resource Room and from the Church Office, or in the appendix of the Protection Policy.



# College Church

## *Appendix F-5*

### *Summary of College Church Protection Policy: Disability “STARS” Ministries*

#### **Screening:**

- All STARS Ministry Workers need to complete a Ministry Worker Profile and undergo a background check.
- The paperwork must be completed and processed before an Adult may serve in the classroom.
- Visitors and observers may join the group once, after completing an Observer Card. They should not have any 1:1 contact with a STAR at any time.
- Prior to each fall, all returning Ministry Workers must complete a brief Returning Ministry Worker Form.

#### **Staffing:**

- Two-deep leadership is required at all times. All Ministry Workers in each classroom must have completed the screening process. If there is a substitute in the classroom, at least one of the two Ministry Workers must have completed the screening process.
- A Ministry Worker may not be alone with a STARS Participant at any time or in any place. The exception is for STARS parents who have parental permission to transport and care for each other’s STARS.
- STARS Participants of all ages must be under Ministry Worker or Paid Staff supervision at all times while in our programs.

#### **Training policy:**

- Ministry Worker and Paid Staff who serve the STARS must participate in protection policy training at the beginning of the ministry year or before serving.

#### **Restroom policy:**

- Ministry Worker must never accompany a STARS Participant into the restroom alone.
- For STARS Participants who need assistance with toileting, the Ministry Worker assisting should be of the same gender. The other Ministry Worker should be a woman.

#### **Proper Display of affection:**

- Physical contact with STARS Participants must be made in a safe and appropriate manner to include:
  - Use quick touch rather than lingering touch.
  - Be aware of STARS Participants who have tactile sensitivities or overly sensitive to touch.
  - Side hugs (open position) should be used instead of frontal (closed position) hugs.
  - Limit lap sitting to younger STARS Participants (under age 5) with discretion
- Physical punishment should never be used.
- Rough housing is discouraged.
- Kissing of any kind is never appropriate.

#### **Reporting:**

- **Abuse and/or Suspicion of Abuse:**
  - Ministry Workers must immediately report an incident and/or suspicion of abuse to the local authorities (the Office of the Inspector General for people with intellectual/developmental disabilities: 1-800-368-1463, or the Wheaton Police Department) and their Supervisor and/or a Pastor/Ministry Director, who will then follow the procedures outlined in the Protection Policy.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Policy Violations:**
  - Ministry Workers must report policy violations to their Supervisor and/or a Pastor/Ministry Director, who will then inform the Child Safeguarding Team.
  - Ministry Workers must document the situation using the Suspicion of Abuse/Policy Violation Report, which is found in the appendix to the Protection Policy.
- **Incident reporting:**
  - Any incidents resulting in injury or potential injury needs to be reported to the supervising Paid Staff member and documented on the incident report form within 24 hours. This includes injury to middle school students and/or Ministry Workers.
  - Incident Forms are available in the Resource Room and from the Church Office, or in the appendix of the Protection Policy.