



Safe Place



**Policies and Procedures for Protecting Children,
Youth and the Workers Who Minister With Them**

**Family Life Ministries
First Church of the Nazarene
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Revision status:

2/16/2013 Rev 3

Added:

- F.4 Diaper-Changing procedure
- Check-In and Releasing Children- step C.2.C. Where phone is in Kindergarten/Preschool Church Room
- Special Events for Children and youth – changed Student : Chaperone from 7:1 to 7:2
- Added info Creating Safe Environments for Children and Youth E.3.F clipboards next to Emergency Disaster exit plans

3/8/2013 Rev4

- Corrected : from 6th grade to 7th grade
 2. Student Pick Up
No person under 7th grade is allowed to pick-up or take any child out of the designated areas
- Corrected phone # from 5653 to dial 8653 Children's Check-in.
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1/7/2015 Rev5

- **Joining the Family Life Ministry Team**
 - 1D. Pastoral Recommendation serve Children's Ministry (Grd 7-12 Volun)
 - 1E. TEEN SCHOOL VALIDATION (Grade 7-12 Volunteers)
 - 5.A Back ground check and training will be redone every 2 years
- **Creating Safe Environments for Children and Youth**

B.4 All volunteers are required to attend at least one training every two years. These will consist of varying topics as well as a review of policy and procedures.

D.2. All persons working in Family Life Ministry will wear an issued Identification Badge that clearly identifies them to others as approved staff members and should scan badges at the Volunteer Kiosk.
- **Check-In and Releasing Children**

B.3.b Children will promote to the Early Childhood Dept. on the first Sunday in January if their birthdays are between June 1 & December 31

B.3.c Children will promote to Early Childhood Dept. on the first Sunday in June, if their birthdays are between January 1 & May 31.

- **Special Events for Children and Youth**

B.1.e No tobacco products, alcohol, or illicit drugs, knives, fireworks or weapons of any type may be brought on special events by chaperons or students.

- **Emergency and Evacuation Procedures** modified

A.3 If on a Sunday during Sunday school or Worship or Wednesday – Check-in Personnel will:

- a Pick up Roster at Children’s Check-in for Pre-school to 6th Grade and get it to the adult in charge
- b Take Roster to Nursery and give to adult in charge

3/10/2016 Rev 6

- **B. Nursery Procedure**

- **Promotion**

- Children will promote to the **Early Childhood Dept.:**
 - On the third Sunday in April if their birthday is between January 1 & May 1
 - On the third Sunday in August if their birthday is between May 1 and September 1
 - On the third Sunday in December if their birthday is between September 1 and January 1

JOINING THE FAMILY LIFE MINISTRY TEAM

Thank you for volunteering to be a member of the Family Life Ministry Team for children and youth. These policies and procedures are meant for the safety and security for both our students and workers.

Procedures for Applying for Ministry in Family Life

1. Personnel Form

A personnel form will be completed by all persons being considered for positions involving ministry with children or youth. All forms will be kept in a locked file and in such a manner that confidentiality will be maintained.

- a. Family Life Application-Questionnaire Form
- b. Background Check
- c. DCFS Background Check (Adults)
- d. Pastoral Recommendation serve Children's Ministry (Grd 7-12 Volun)
- e. TEEN SCHOOL VALIDATION (Grade 7-12 Volunteers)

2. Pastoral Approval

All persons applying as a volunteer Family Life Ministry must receive approval of church ministerial staff that leads that ministry.

3. Optional Interview; if necessary.

An interview should be conducted by ministerial staff member or a ministry director if a candidate has information that needs clarity or if references are needed to proceed with the screening process.

4. Criteria to be considered

No person will be considered for positions involving ministry with children or youth unless he or she has regularly attended Kankakee First Church of the Nazarene for a minimum period of six-months, has read and signed "Safe Place: Policies and Procedures" and has registered as a candidate for ministry with children or youth. *(Exceptions may be made by approval of the pastoral staff).*

5. Requalification

- a. Back ground check and training will be redone every 2 years
- b. Sexual Predator and DCFS will be redone yearly

CREATING SAFE ENVIROMENTS FOR CHILDREN AND YOUTH

A. Definitions

- **Family Life Ministry:** The ministry of Kankakee First Church of the Nazarene to children and youth.
- **Nursery:** Newborn through Age 3
- **Early Childhood:** Age 4 through Kindergarten
- **Grade School:** First Grade through Sixth Grade
- **Jr. High Youth:** Seventh Grade and Eighth Grade
- **Sr. High Youth:** Ninth Grade through Twelfth Grade
- **Adult Volunteer for children's ministry:** Age 18 and older. Age 22 and older when transporting children.
- **Adult Volunteer for youth ministry:** Age 21 and older. Exceptions will be made for college student helpers when approved by the ministerial staff. Age 22 and older when transporting youth.
- **Worship Buddies:** Youth and adult volunteers that minister one on one with special needs children
- **Student Workers:** Any Junior or Senior High student that has applied, been approved, previously scheduled to minister within Family Life Ministries.
- **Six Month Waiting Period:** Any person considering ministry with children or youth must have regularly attended Kankakee First Church of the Nazarene for a minimum period of 6 months.*
- **Special Event:** A church off-site event and/or overnight event and/or event requiring transportation

B. Training

1. All workers in the areas of Family Life Ministries should be equipped with training regarding student safety and child abuse prevention. This training should be done via website before worker can be placed on a schedule and followed up within 2 years with attendance at one training seminar.
2. Each worker should sign a Family Life Application-Questionnaire Form indicating he or she has read and will support the policies of the church relating to the ministry with children and youth. Exceptions will be made for filling positions on an emergency and temporary basis.
3. Ongoing training will be given on a periodic basis for all current volunteers, as well as for new staff members and volunteers.
4. All volunteers are required to attend at least one training every two years. These will consist of varying topics as well as a review of policy and procedures.

C. Staffing and Supervising

1. Two Worker Rule

A minimum of two workers, (not “married-to” each other) and one being an adult, should be present at any scheduled event. In the case only one worker is available, the open door policy is enforced.

2. Open Doors

Doors should have clear glass windows that allow for an easy view of the classroom activities without interrupting the teaching process. If the door does not have a glass window, the door of a room should remain partially open..

In the case when only one worker is available, the classroom door will remain fully open.

3. Children in Rooms

At no time should children be left in classrooms, unsupervised. Parents are responsible for making sure their children begin in the proper location and at no time should a parent leave children unattended.

4. Supervisory Staff/ Ministry Directors

The supervisory staff ministry directors should make regular checks on classrooms to ensure the rooms are properly staffed and functioning well. If an issue or problems arise, the supervisory staff are to let the ministry director know of this problem as soon as possible.

D. Security

1. All adult volunteers will have a completed/approved **Criminal background** check on file before they begin working with children or youth.
2. All persons working in Family Life Ministry will wear an **issued Identification Badge** that clearly identifies them to others as approved staff members and should scan badges at the Volunteer Kiosk.

3. Corporal Punishment

There is to be **no corporal punishment of any kind for any reason** (*e.g., spanking, pinching, etc.*).

4. Physical Contact/ Proper Display of Affection (Birth - Grade 12)

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

- i. **Hugs** - One-arm, side hugs or hand-to-arm hugs are positive contact. Avoid initiating full contact, body-to-body hugs, or kisses.
- ii. **Lap Sitting** - Appropriate sitting on laps may occur with children in Early Childhood and younger. Discourage lap sitting with school-age children. Rather, encourage them to sit next to you. Avoid youth from sitting on the laps of each other or workers.
- iii. **Casual Touch** - Gentle, contact during activities may be on children's heads, shoulders, arms, and hands. Physical discipline should never be used on children or youth.
- iv. **Back Rubs** - Anyone working with children or youth should refrain from giving back rubs.
- v. **Swimsuit Rule** – all workers are required to uphold the – “Swimsuit Rule” – no child/youth will ever be touched; fondled; handled in any area that a swimsuit would cover.
- vi. All **diaper changing** will be done in the designated areas of the nursery on the changing table

4. Rest Room Guidelines for Grade School and Younger

It is recommended that parents/guardians take their children to visit the rest room prior to check-in. This procedure should be communicated to parents/guardians at the beginning of each new school year and Calendar year by those assisting with check-in

- a. **Adult safety monitors** (preferably female) should be appointed to assist with restroom duties.
- b. Classrooms should take **scheduled rest room breaks**.
- c. A **worker should remain outside** of restroom and should never go into a cubicle with a child and shut the door.
- d. If preschool or special needs children need assistance, an adult may enter the rest room/cubicle only under the **following guidelines**:
 - i. **Only women should assist girls or boys in the rest room.** It would be wise for men to avoid assisting children in using the rest room. This does not include child's father, grandfathers and worship buddies of special needs children.
 - ii **The outside rest room door should be propped open.** The adult should stand in the open cubicle doorway.
- e. **Nursery and children's workers are not to use the same restrooms** as children when children are present in the children's ministry area.

E. Safety

1. Wellness Policy *(for children and youth)*

A student, who is ill and could therefore expose other students and workers to illness, should not be received into designated children and youth areas. If a student should develop any of these symptoms while in a program, the parent/guardian shall be notified and the student will be picked up in a timely manner.

- a. Fever over 98.6 *(Fever is associated with illness and is not associated with teething.)*
- b. Vomiting in the last 24 hours.
- c. Diarrhea in the last 24 hours.

- d. Skin rashes or eruptions of unknown origin, including but not limited to: impetigo, measles, chicken pox, and so forth.
- e. Runny nose with a yellow- or green-colored discharge, or congestion associated with a cough or fever.
- f. Conjunctivitis (*pink eye*) that may also have a colored discharge or drainage.
- g. Parasites, any form of lice, mites, or ringworm. These aren't common, but when present are very contagious.

2. Medications (*for children*)

- a. Volunteers are **not to give or apply medications**. If a child needs medication, the parent/guardian is to give it.
- b. No medication will be left in the classroom with a volunteer worker or with the child.
- c. **In special cases** (*allergies, asthma...*) **arrangements should be made with written instructions** from the parent/guardian. Inhalers should be brought to the attention of the volunteer worker by the parent/guardian.
- d. In the case where medication needs to be available for emergency situations (*Epic-Pen, ANA-Kit, insulin...*) **a note of permission to administer the medication** in an emergency is submitted by parent/guardian and kept on file.

NOTE: Except as noted above, the parent/guardian of the student is the one who administers any form of medication to the child. Effort to contact the parent/guardian will be made prior to the staff administering any medication when it is in the best interest of the child.

4. *In the Case of an Injury (for children and youth)*

- **Separate** the injured or ill student from other students.
- **Isolate the area** where any blood or body fluid may have dropped on carpet, toys, chairs, etc.
- **Keep other students** from having contact with the body fluid.
- Immediately locate and **notify the parents/guardians** and have them

administer first aid if possible.

- In an emergency situation first aid should begin immediately by staff/adult volunteers until parent/guardian is located.
- Fill out a Unusual Incident Report –on clipboards next to Emergency Disaster exit plans

NOTE: Except as noted above, the parent/guardian of the student is the one who administers first aid to children and youth. Effort to contact the parent/guardian will be made prior to the staff administering first aid when it is in the best interest of the child or youth.

F. Additional Nursery/Toddler Guidelines

In addition to the previous guidelines, the following are additional areas of safety for nursery and toddler ministry.

1. Unauthorized persons

At no time are unauthorized persons to be in a nursery/toddler department. This includes friends and family of child-care staff members. It is suggested that parents/guardians not enter the nursery unless requested to do so by staff. This better enables the child-care staff to maintain order and provide the level of security and cleanliness that parents/guardians would expect.

2. Unauthorized children

At no time are children, once they have been promoted to the Early Childhood Department, to be in the nursery/toddler department during regular worship hours. Once a child has been promoted to seventh grade he/she can apply to be a helper in the toddler ministry. Junior High helpers are not to change diapers.

3. Moving children

At no time is a staff member to remove a newborn or toddler from the nursery. The only time that moving a child is permissible is in the case of an emergency or for the safety and wellbeing of the child

4. Diaper-Changing

A diaper changing procedure has been developed that utilizes universal precautions. All persons changing diapers should

- Wear plastic gloves
- Place paper on the changing table before laying child on table
- Change diaper
- Throw away paper from changing table immediately
- Remove and dispose of plastic gloves
- Return child to their assigned classroom area
- Wipe down changing area with disinfecting wipes
- Wash hands with soap and warm water

Diaper changing should only be done by female workers, unless a male parent, grandparent of the child is a scheduled worker in the nursery for the day.

5. Toddler Restroom Guidelines

Restrooms located in the toddler department are **only for the use of young children**. Doors located on these restrooms are to be Dutch doors to assure young children privacy, but visibility by at least one other worker who can view those assisting children.

6. Food Policy

There should be **no outside food brought into the nursery area by workers** other than the nursery director. At no time are hot drinks to be in the nursery area. **Nursery workers should not eat in the nursery area** except when directed by the nursery director to do so.

CHECK-IN AND RELEASING CHILDREN

A. General Procedures

1. Children's Check-in

Each child is to be checked-in **using their own identification badge**. A claim check will be printed and given to the parent/guardian. No child may be picked up without the matching claim check that was given at check-in.

2. Student Pick Up

No person under 7th grade is allowed to pick-up or take any child out of the designated areas.

3. Food Policy

There should be **no outside food, drink, or candy brought into the children's ministry areas**. If a child needs to eat food other than what is provided by nursery and children's ministries, the parent/guardian will be responsible for feeding the child outside the children's ministry area. **Exceptions** to this would be:

- a. Food or drink that will be shared with the class as **a snack or as part of a lesson**.
- b. Food or drink that is part of **a child's special diet** and is communicated by the parent/guardian to the ministry leader.
- c. Food or drink for **newborns and toddlers** that the parent/guardian has given instructions for.

B. Nursery Procedure

1. Checking in Nursery Children

The parent/guardian will check-in by **scanning their ID badge** or at the kiosk at the Nursery Welcome Center. The check-in process will include information on where the parent/guardian can be located during service and special child-care instructions. We also ask every parent to make certain their cell phone number is current in our system, and to leave their cell phone on vibrate. If a child is ill, crying inconsolably for 15 minutes, or in distress the director-on-

call will contact parent with a text to return to the nursery. After child has been checked-in the parent/guardian will receive an identification claim check for pick-up of that child, and one label

2. Releasing Nursery Children

The parent/guardian signing in a child to the nursery/toddler department will receive an identification claim check for that child. This claim check must be returned when the child is picked up; assuring that only the designated person is picking up the child. The same person who signs a child in does not need to be the same person who picks a child up as long as the individual receiving the child has the claim check.

3. Promotion

Nursery children are promoted to the Early Childhood department by the following guidelines.

- a. **Children are to be potty trained.** (*special exceptions are made for students with special needs*)
- b. Children will promote to the **Early Childhood Dept.:**
 - a. On the third Sunday in April if their birthday is between January 1 & May 1
 - b. On the third Sunday in August if their birthday is between May 1 and September 1
 - c. On the third Sunday in December if their birthday is between September 1 and January 1

C. Early Childhood and Grade School Procedure

1. Checking in

Each child is to be **scanned in using their own identification badge**. A claim check will be printed and given to the parent/guardian. No child may be picked up without the matching claim check given at check in.

2. Releasing Early Childhood and Grade School Children

- a. Children, age 4 – grade 6 will be **picked up by the parent/guardian at the location of their class**. The claim check will be returned to the teacher when the child leaves their class or Children’s Worship area.

- b. Children, that have not been picked up within 10 minutes of close of service will be escorted to the secured area of the Children's Welcome Center where they will wait to be picked up by parent/guardian. The claim check will be returned to the attendant at the Children's Welcome Center upon the exit of the parent and child.
- c. A phone is located on the counter of the classroom for Pre-school / Kindergarten Church. In case of emergency, or need for help, please pick up the phone and dial 8653 Children's Check-in.

CHILD DISCIPLINE POLICY

A child discipline policy has been established so that ministry leaders are able to deal with behavior difficulties in a caring and consistent manner. A hands-off approach is a must. Workers should be trained in using the discipline policy so they understand the importance of its proper use and are prepared to use it. Proper discipline includes both preventative care and corrective action, and helps create a healthy learning environment. The church's discipline policy is as follows:

A. Reward good behavior

Immediate praise and recognition **for positive actions** are effective ways to encourage more of the same. Inform parents/guardians when a child does well or shows improvement.

B. Response to progressive behavior

Each ministry leader or volunteer will give 3 steps to a child.

1. **1st Step:** Consists of a warning when the child needs to be made aware of his or her behavior being unacceptable. If a behavior issue has been addressed during Sunday School hour the Children's Worship leader will be made aware of issue, but, child will begin worship time with a "clean-slate".
2. **2nd Step:** If the child's behavior is unacceptable after receiving a warning then the child will be asked to go sit away from the other children in the room until he or she calms down and the child feels he or she will not be a distraction to the rest of the group. The separation from the group equals 1 minute for their age.
3. **3rd Step:** When the child has been through Steps 1 & 2 and the child's behavior remains unacceptable during that session, the child will be sent to the ministry director or staff member in charge. The ministry director or staff member will take the child to his or her parent/guardian. The child will tell his or her parent/guardian, with the staff member or ministry director present, why he or she was removed from the group.
4. **4th Step:** If this problem is reoccurring the child and parent/guardian will meet with the ministry pastor.

**In extreme cases, i.e. – physical aggression towards an adult or another child; danger to self or others, leaders may move directly to Step 3 & 4 and immediate removal from the area will take place.*

SPECIAL EVENTS FOR CHILDREN AND YOUTH

A. Liability Release Form

1. Release Forms

All students participating in events sponsored by Kankakee First Church of the Nazarene, outside of Kankakee County, must have a liability release form on file with the church. Release forms are considered valid from the date signed up to one year.

2. Updating Information

Parents/guardians are responsible to update the necessary information on their child's release form with the church.

3. In Case of an Emergency

Release forms will be carried by the ministry leader in the case of an emergency on special events. A copy of the release form will remain at the church.

B. Transportation

1. Regulations

- a. Drivers for special events must be **22 years or older** and have a copy of their driver's license and insurance on file.
- b. Anyone who has had their license revoked or suspended within the past two years will be ineligible to drive for youth activities.
- c. If it was revoked or suspended more than two years ago, the ministry staff will make a decision as to suitability.
- d. The number of persons per car should not exceed the number of seat belts in that vehicle. All riders and the driver **MUST** wear a seat belt at all times that the vehicle is moving. Exceptions are made for bus transportation.
- e. No tobacco products, alcohol, or illicit drugs, knives, fireworks or weapons of any type may be brought on special events by chaperons or students.

C. Medication and First Aid

1. Medication, whether over the counter or prescribed by a doctor, **needs to be collected by the ministry leader** and distributed to the students per parent/guardian instructions.
Senior High students on prescribed or over the counter medication **will be responsible** to inform leader in charge and hand over medication to leader. When the student needs the medication the leader will dispense
2. **In the case of an emergency**, chaperones will administer medication and or first aid in the best interest of the student. Parents/guardians will be notified as soon as possible.

D. Overnight Events

1. Regulations

- a. All **overnight events** should be sponsored with the ratio of **7:2(students: chaperones)**.
- b. Chaperones will be placed in gender specific areas for lodging. At no time shall one chaperone and one student sleep in a room without a 3rd person being present, unless that student is the child of the chaperone.
- c. Under no circumstances should an adult male ever be in the same bed as a student other than their own son.
- d. Cell phone usage by students on overnight events is at the discretion of the youth director. The ministry leaders will have cell phones for emergency use and are not to be used unnecessarily while chaperoning students.

SPECIAL CONCERNS SPECIAL FOR YOUTH MINISTRY

A. General Policies

1. Driving

When a staff member (*volunteer or paid*) is driving students home, they should never be alone with a student except with expressed consent by parents/guardians. (If there are 2 students in the car, and one is dropped off, the driver should - at the moment of the 1st person leaving the vehicle, call the parents/guardians of the last student in the vehicle and explain that they are alone and anticipate being home at a stated time). While students are in the car, drivers are not to be talking or texting on their cell phones. If use of the cell phone is necessary, driver will pull over to the side of the road to do so.

2. Dating

At no time shall anyone working with youth pursue a dating relationship with a student. Staff should always be sensitive to students with “crushes”.

3. Open-door Policy

At no time shall anyone working with youth have a one-on-one meeting behind closed doors (unless the door has windows and others are in the building). For your protection, keep the door at least partially open and meet during hours when others are in the building.

4. Appointments

One-on-one appointments should always take place in a public area. Students should meet the adult at the public location. If student needs transportation to or from the meeting, parent/guardian consent is necessary.

B. PDA (*Public Display of Affection*)

1. Lap Sitting

It is inappropriate for the teens or adults of the same gender or opposite gender to sit on each other's laps.

2. Back Rubs

Under no circumstances is it appropriate for teens or adults to give back rubs.

3. Kissing

Kissing (between students; student – adult) will not be tolerated, at anytime while participating on youth events.

EMERGENCY AND EVACUATION PROCEDURES

A. General Regulations

1. In the case of an emergency or evacuation workers should be aware of people in and around the area of the church. If suspicious activity or people are observed, notify a ministry leader, or usher immediately.
2. During an emergency, the ministry director is in charge and will make the decisions. All volunteers are expected to follow these instructions without argument.
3. If on a Sunday during Sunday School or Worship or Wednesday – Check-in Personnel will:
 - a. Pick up Roster at Children’s Check-in for Pre-school to 6th Grade and get it to the adult in charge
 - b. Take Roster to Nursery and give to adult in charge
4. Teachers, workers, and chaperones should remain calm and take an immediate head count before proceeding to the designated safe area.
5. All students will remain with their teacher or ministry leader until released to their parent/guardian. Students with their own transportation will make contact with their parent/guardian before being released.
6. In the case that the building has to be evacuated, children/teens and parents will join each other at the fence on the south side of the property.
7. Teachers should take attendance of Children based on Roster – use Red card to indicate not all children present and Green if all children present.
8. For youth – the adult in charge should take attendance with attendance book – use Red card to indicate not all children present and Green if all children present.
9. In the case of any emergency, workers who are wearing their Identification Badge, and are not immediately responsible for a group of children or youth , should move to the nursery area and assist the needs of the nursery directory.

B. Disasters

1. Tornado

- a. Teachers take a head count of class before moving out of the room and coordinate with on-duty staff for further action
- b. Children and youth need to proceed to the Lower Level Hallway and sit on the floor.
- c. Workers should close all classroom doors. Students in Fellowship Hall are to move to the Lower Level Hallway to make room for adults coming to the lower level.
- d. No child will be released until a parent has come to pick up the child. In the case that the building has to be evacuated, children and parents will join each other at the fence on the south side of the property.
- e. No child will be released until confirmation has been made on check-in list.

3. Fire

- a. Teachers take a head count before moving class out of the room.
- b. Children and youth need to proceed to the back fence located at the end of the South Parking Lot. No child will be released until a parent has come to pick up the child. In the case that the building has to be evacuated, children and parents will join each other at the fence on the south side of the property.
- c. No child will be released until confirmation has been made on check-in list.

3. Earthquake

- a. Children and youth are to remain in the classrooms with the doors closed assuming the crash position under the tables. An all clear will come only from the ministry leaders.
- b. No child will be released until a parent has come to pick up the child. In the case that the building has to be evacuated, children and parents will join each other at the fence on the south side of the property.
- c. No child will be released until confirmation has been made on check-in list.

4. Shooting

- a. Volunteer should remain calm while instructing students to seek shelter behind and under objects, and locking the doors and shutting out the lights in classroom where they are residing.

- b. Volunteer in charge is to place immediate call to “911” and ministry leader detailing description of shooter, as well as whereabouts of students
- c. If students are near an exit, and it would appear students would be safer outside the building the volunteer may take students outside, as long as students remain together and can seek safe shelter outside the building.

ABUSE POLICY PROCEDURE

Upon discovery or knowledge of another person's claim of physical abuse to one's self or another person, whether written, verbal or second-hand information, a ministerial staff person shall investigate the situation for signs of qualification for further attention.

A. Procedural steps

- **Gently** affirm child/youth.
- **Flow of staff member is as follows:** Senior Pastor, depending on whether the person is a youth or child will determine whether Youth Pastor or Children's Pastor is next staff person, Pastor of Family Life; Worship Arts Pastor. If no staff person is available the Chairman of the Lay Leadership Council or Lay Leadership Secretary is the next person. That person will make every effort to contact a paid ministerial staff person as soon as possible.
- In all cases of suspected child, elder, sexual, or physical abuse, it is the policy of the Kankakee First Church of the Nazarene to **quickly investigate any reported claim**, and document the result of the interview with those who have been claimed to have been harmed.
- In any case involving a child **less than 21 years of age, and a parent/guardian is suspected** of the abuse, immediate notification will be made to local police, holding jurisdiction where the child resides, as soon as the interviewer feels that an abuse claim may be qualified. If the suspected offender is not a parent/guardian, the child's parent/guardian will be notified after consultation with Senior Pastor, Youth, Children's Pastors, Family Life Pastor, or Worship Arts Pastor or afore mentioned Lay Leadership Council Member. If necessary and/or precautionary grounds exist, EMS should be notified for evaluation or possible transportation to a local
- The Senior Pastor should contact and minister to the parents/guardians and family members of both the victim and the accused as the situation applies. Do not confront the accused until the safety of the alleged victim is secured.
- If a paid staff member, other than the Senior Pastor, is made aware of and deals with an abuse situation, they must report all information to the Senior Pastor as soon as possible. The Pastor will notify Insurance carrier, District Superintendent and chairman of the board.
- Place everything in writing with date, times, and names with as much detail as possible.

- In case of an incident becoming a public affair ONLY a designated spokesperson shall ever speak to the media as a representative of the church

**Any and all threats, however slight, must be documented and reported to the Senior Pastor for immediate consultation with a parent/guardian if the person is under the age of 21 years, or if the person is over 21 years immediate consultation with the Senior Pastor. Anytime there is immediate danger to one's self, or to others, EMS (POLICE) must be notified immediately*

It is the intent of the Kankakee First Church of the Nazarene to initiate immediate assistance to anyone that has claimed to be abused. Proper care and attention to those who may require further professional medical attention will be the first priority.

All ministerial staff are Illinois State mandated reporters!

It is required by law to report KNOWN incident(s) of child abuse. If someone else reports it and a person knew child abuse was going on, but did not report it, they could be held liable and responsible for not reporting the incident(s). They could face arrest and prosecution

**All incidents and dealings are to be in confidence and the 2-man rule applies during interview process.*