

CHURCH OF CHRIST IN CHAMPIONS

SAFETY GUIDELINES

AS CHRISTIANS, IT IS OUR GOAL TO TEACH, NURTURE, AND SPONSOR AN ATMOSPHERE OF SPIRITUAL GROWTH FOR EACH FAMILY WHO IS A MEMBER OR VISITOR AT THE CHURCH OF CHRIST IN CHAMPIONS. IN ORDER TO HELP FOSTER THIS TYPE OF ENVIRONMENT, WE AT THE CHURCH OF CHRIST IN CHAMPIONS HAVE ESTABLISHED A SET OF GUIDELINES FOR ALL THOSE WHO WISH TO BE INVOLVED WITH OUR MINISTRY AREAS. PLEASE UNDERSTAND THAT THE SOLE PURPOSE OF THESE GUIDELINES IS TO PROMOTE THE WELL-BEING OF THE FAMILIES AT THE CHURCH OF CHRIST IN CHAMPIONS. THESE GUIDELINES REFLECT OUR COMMITMENT TO PROVIDE A POSITIVE ENVIRONMENT FOR ALL.

THE THREE AREAS THAT THESE GUIDELINES ADDRESS ARE:

WORKER SELECTION

WORKER SUPERVISION

REPORTING AND RESPONDING TO ALLEGATIONS OF CHILD ABUSE

GENERAL HEALTH AND SAFETY GUIDELINES

PARENTS ARE ASKED TO OBSERVE THE FOLLOWING HEALTH GUIDELINES:

- NO CHILD WHO HAS A FEVER, DIARRHEA OR VOMITING WITHIN TWENTY-FOUR HOURS SHOULD BE IN CONTACT WITH A GROUP OF OTHER CHILDREN.
- NO CHILD WITH EXCESSIVE COUGHING, SNEEZING OR RUNNY NOSE SHOULD BE IN CONTACT WITH A GROUP OF OTHER CHILDREN.
- NO CHILD WITH ANY CONTAGIOUS VIRUS OR INFECTION SHOULD BE IN CONTACT WITH A GROUP OF OTHER CHILDREN.
- IF A CHILD NEEDS MEDICATION WHILE THEY ARE IN THE CARE OF A WORKER OF THE CHURCH OF CHRIST IN CHAMPIONS, THE PARENT IS REQUIRED TO COME AND ADMINISTER THE MEDICATION. CHILDREN 6TH GRADE –12TH GRADES WHO ARE TRAVELING AWAY FROM THE CHURCH OF CHRIST IN CHAMPIONS MUST GIVE ALL MEDICATION TO A DESIGNATED CHAPERONE WHO WILL ADMINISTER THE MEDICATION.

ITEMS OF IMPORTANCE

GENERAL HEALTH AND SAFETY GUIDELINES	1
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WORKER SELECTION	2
------------------	---

WORKER SUPERVISION	2
--------------------	---

REPORTING AND RESPONSE	2
------------------------	---

AGREEMENT FORM	3
----------------	---

HISTORY CHECK	4
---------------	---

APPLICATION	5
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We appreciate your willingness to serve in the ministry areas at the Church of Christ in Champions. Please read carefully the guidelines outlined in this publication before submitting your application to serve.

WORKER SELECTION AND SCREENING

To establish an equitable care-giving environment, Champions endeavors to conduct a screening process for all individuals who wish to be involved with children and youth during church planned events on and off campus. This process may involve going to a training class, filling out an application form, furnishing references, giving permission for a background check and signing a document indicating they have received and understood the guidelines as may be determined by the Safety Panel. After possible screening has been completed and the applicant has been a member at Champions following a reasonable waiting period (possible six (6) month), the applicant may then be allowed to become a worker.

WORKER SUPERVISION

To achieve the goal of maximizing the well being of everyone at Champions, the supervision guidelines attempt to define the responsibility for workers and parents working together as a team.

General Guidelines for Workers

Hygiene

Good hygiene should be practiced by all workers. Washing hands after changing babies, cleaning toys after play, and proper disposal of diapers and used tissue are all examples of good hygiene which should be encouraged.

Two-Worker Guideline

We endeavor to have two workers with children or youth at all times during church events on and off campus. Any person under the age of eighteen should not be left alone during any activities or classes. During services a Hall Monitor may be considered a second adult. Observation of this guideline serves to protect against the possibility of false accusations or misunderstandings.

Classroom Doors

The top portion of half-doors should be left open. Full doors should be left open if there is not a half-door or window in the door or wall.

Visitation

No one should visit in seclusion with a child or youth in a one-on-one basis. Where there is a legitimate reason for being alone with a child or teen (for example counseling or discipline), the visitation should be conducted in a place where there are other people nearby to observe the activity. If privacy is necessary, a room that observes the classroom door guidelines must be used. Ministers, elders, deacons, directors and coordinators may make unannounced visits into classrooms or other program sites at any time.

Releasing

We attempt to provide supervision consistent with the two-worker guideline until all children/youth have been appropriately released.

RESPONDING AND REPORTING

If an allegation of child abuse occurs, the allegation will be taken seriously and handled forthrightly with due respect for people's privacy and confidentiality. Allegations of child abuse may be reported by a church worker, a parent, a guardian, a child, or any concerned person in the congregation. In each case, we may respond within a reasonable time frame to these allegations.

**Church of Christ in Champions
Safety Guidelines Agreement Form**

The undersigned acknowledges that they have received and read the *Church of Christ in Champions Safety Guidelines* and agrees to be bound by the terms found therein.

The undersigned confirms that they have undergone training about this policy and that they have had an opportunity to ask questions about any portion of the policy that they did not initially understand.

The undersigned acknowledges that the enforcement of this policy may periodically involve new criminal background evaluations, and gives permission to the Church of Christ in champions to pursue any information relevant to said check.

The undersigned further acknowledges that the information provided pursuant to this policy is true and correct to the best of their knowledge, and agrees to notify the church Safety Panel should any material change to this information occur, or if they should have any reason to believe that they have become unfit in any way to care for children or youth.

Please Print Full Name: _____

Signature: _____ Date: _____

Church of Christ in Champions

Child/Youth Worker Application

These applications for service are strictly confidential. Persons applying who refuse to answer questions will be interviewed regarding the refusal. Thank you for your cooperation in this process. Our goal is to promote safety for children and youth. This is not an application for employment.

Name _____ Birth date _____
 Last Maiden First Middle

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Business Phone _____ Email _____

Are you a member at the Church of Christ in Champions? _____ How Long? _____

Please list your church history for the past three years. Include the name of the church attended, the address of that congregation, the phone number, and how long you attended.

<u>Church Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Time in Attendance</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list all child related work experience for the past three years (paid or volunteer). Include organization name and address, phone number, dates worked, and type of work (attach a separate sheet if necessary)

<u>Organization Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Dates</u>	<u>Work Description</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SEE OTHER SIDE

Please provide the names and phone numbers of three personal references.

1. _____

2. _____

3. _____

The following questions are designed to help us protect the children and youth of our congregation. We understand that the following questions are personal and we will protect your privacy.

1. Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children/youth or that might cause a child/youth potential harm? _____

2. Have you ever been convicted of a felony, misdemeanor or deferred adjudication that involved a child or youth?

Are you an adult survivor of child abuse? _____

If you answered yes to any of these questions, please explain (attach a separate sheet if necessary):

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I have not been convicted of nor admitted committing, nor am I under indictment for any felony, misdemeanor, or deferred adjudication offense involving drugs, child abuse, sexual offenses or moral indecency.

I understand that I will be asked to consent to a criminal history check.

Signature

Date