

Child-
Volunteer
Protection
Handbook

August 22

2016

For children ages 0–17 and the volunteers who work with them

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1. Vision Statement

First Baptist Church, Durham exists to delight in, display, and declare the glory of God, equipping his people to spread that delight to all nations through Jesus Christ. To this effort, the desire of the kids and youth ministries is to see the children entrusted to our care growing in their love of the Lord through biblical teaching, care, and love.

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

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

2. Mission Statement

We believe in kids and youth ministries at First Baptist Church because we believe they are helpful resources for the disciple-making of the next generation of disciples, for building them up to spiritual maturity and equipping them to serve Jesus Christ. Because we believe the Bible teaches that moms and dads are given the role of lead disciple-makers of their children, we see the kids and youth ministries as an effort to partner with parents to help their children hear and understand the gospel, and then grow and thrive in the faith.

3. Definitions

Listed below are select terms used in this handbook. Each term and definition represents how that term is being used in this handbook.

- **Assistant Pastor:** Kevin Schaub is the Assistant Pastor/Elder who oversees and directs the kids and youth ministries
- **Background check:** The process of looking up and assessing criminal records and other relevant information of an individual in order to determine his/her qualifications to serve as a volunteer in a given ministry area
- **Child:** Any child between the ages of 0–17 in the care of First Baptist Church

- **Child abuse:** Any physical, emotional, or sexual maltreatment of a child as defined by state law
- **Child protection policies:** Any courses or principles of action adopted by a group or party in order to ensure the protection and safety of a child
- **Church member:** Covenant church members in good standing of First Baptist Church
- **Communicable illness:** A disease that can be communicated from one person to another
- **Emotional abuse:** a form of abuse characterized by a person subjecting or exposing another to behavior that is psychologically harmful
- **Epipen:** An epinephrine auto-injector (or Epipen) is a medical device used to deliver a measured dose (or doses) of epinephrine (also known as adrenaline) using auto-injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock
- **Qualified volunteer:** A First Baptist Church, Durham member in good standing, having submitted to a criminal background check and participated in any required training/safety orientations
- **Physical abuse:** Abuse as defined by state law involving contact intended to cause feelings of intimidation, injury, or other physical suffering or bodily harm
- **Children's Coordinator:** Kristen Snyder coordinates the childcare and ministry programs of the children's ministry
- **Sexual abuse (child):** Child abuse of a sexual nature according to state law, including inappropriate touching, sexual acts, displays or uses of pornography involving a child
- **Visitor:** Non-church members (whether new or longtime visitors)
- **Volunteer:** Church member committed to serve in occasional or consistent work in a particular ministry area; similar terms include: worker, caregiver, teacher
- **Volunteer protection policies:** Any courses or principles of action adopted by a group or part in order to ensure the protection of qualified, law-abiding volunteers
- **Volunteer-to-child isolation:** Any time when there is only one volunteer with a child
- **Youth:** Any child between the ages of 11–17 in the care of First Baptist Church, Durham

4. Volunteer Protection Policies & Procedures Overview

First Baptist Church is committed to the care and protection of all children (under 18) in our care. To this effort we adhere to the below policies and procedures:

- Screen all volunteers working with children under 18
- Require periodic training for *all* volunteers
- Utilize child check-in/check-out procedures for the preschool department
- Enforce volunteer-to-child ratios that optimize safety
- Equip areas in each department with first aid kits and inform parents of any injury to their child
- Educate volunteers about recognizing child abuse and reporting procedures
- Adhere to a "well child" health policy for admittance to the children's ministry departments, and routinely sanitize toys, tables, etc in the preschool areas

- Adhere to the two-volunteers per room policy when possible
- Ensure that volunteers are not in isolated settings with children

5. Child Protection Procedures: Before Arrival

In an effort to ensure a safe environment for children at First Baptist Church, all kids and youth volunteers must meet the below criteria:

- All volunteers must be members in good standing of First Baptist Church, Durham
- All volunteers must have completed a background check; background checks must be renewed every three years
- The elders will be consulted if there are reservations about a volunteer's qualifications
- All volunteers must complete the childcare orientation session or approved equivalent, and be retrained (once a year for Sunday BFL or Wednesday nights volunteers; once every two years for extended care volunteers)
- For the preschool department, all caregivers must be eighteen years of age or older in order to be considered an "adult" volunteer
 - Youth (at least eleven years of age) may be considered to be workers, only when paired with an adult female
 - Exceptions may be made at the coordinator's discretion in the case of related workers, e.g., father/daughter pairs, etc.
- In an effort to minimize distractions and maximize safety for all children, we ask volunteers to only allow one of their children (under the age of ten) to assist with them
 - If you have other children in preschool classrooms, you may let them stay in their classes while you serve
 - When possible, we ask that you make arrangements for your additional children to participate in the corporate worship service

6. Child Protection Procedures: Arrival and Departure

- Volunteers should arrive *at least 10 minutes prior to the start of a session*
- Parents should make an effort to pick up their children within 10 minutes after the conclusion of Bible studies, childcare, etc
- Two adults should wait with children until all under their care have been picked up

7. Preschool Check-in/Check-out Process

- Parents/guardians will apply the appropriate name tag to their child's clothing and bag (visitors will be assisted by the Children's Ministry Coordinator or assistant)
- All parents/guardians will have a claim tag in their possession upon leaving the preschool area, which will be assigned a registration number in the event the preschool needs to page them during a service and will be used for claiming children at the end of the service

- A parent/guardian must make prior arrangements with the coordinators to allow someone other than the parent/guardian or spouse to pick up the child at the end of a session
- The parent should also use this opportunity to note any allergies or special needs the child may have, including infant care such as feeding/nap times and diaper/potty training needs on the appropriate tag
- At check-out, parents/guardians of preschool children should present their claim tag; only parents should pick up children; caregivers will not release a child if there is any uncertainty as to whom the child should be released

8. Children's Arrival and Departure Process (Not Youth)

- Parent must make *prior arrangements* with the ministry coordinator to allow for someone other than the parent or spouse to pick up the child at the end of a session
- Parents should alert volunteers of any allergies or special needs their child may have
- Unless prior arrangements have been made, only parents should pick up their children. Volunteers will not release a child if there is any uncertainty as to whom the child should be released

9. Child Protection Procedures: During Care

- **First Baptist Church is committed to reducing isolation**
 - Two qualified volunteers (two adults over 18) should be present in each classroom at all times
 - In most cases in the preschool and children's departments, one volunteer should be an adult female (exceptions to this rule may be made by the Assistant Pastor or Coordinator)
 - In cases where one volunteer is waiting alone with children before the second worker arrives, the volunteer should wait in a visually accessible area or combine children in a room with another volunteer
 - All rooms should have open doors (full or half) or windows to ensure visibility
- **Child-to-Volunteer Ratios: In addition to having a minimum of two volunteers present, the below ratios should be maintained whenever possible during regular meetings**
 - Children 0–1: 1 volunteer per 4 children
 - Children 2 – 3: 1 volunteer per 6 children
 - Children 4–11: 1 volunteer per 8 children
 - Children 11–18: 1 volunteer per 15 children

- Restroom Procedures and Policies (Not Youth)
 - Parents should check diapers, or take their potty-trained children to the restroom prior to session
 - All children and volunteers using or assisting in the bathroom should wash hands with soap and water when finished
 - No male volunteers should assist a child in the restroom or change diapers
 - Volunteers should wait outside the closed restroom door unless the child requires assistance (in that case, door should remain open)
 - If a child needs to use a restroom accessible to adults or youth, volunteers should check to make sure a bathroom is empty before allowing a child to go in, and wait outside the door, not allowing anyone else to enter until the child is done
 - All children in diapers should be put in disposable diapers while using the preschool facilities
 - Until completely potty trained at home, please use pull ups during the training period since accidents frequently happen

- Appropriate Discipline: All volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others
 - We expect children—beginning with the Frogs—to begin to listen during story time, to share with each other, to take turns and to treat others with respect; we expect caregivers to be obeyed
 - This atmosphere should be maintained by
 - Preparing beforehand and praying for the children
 - Giving brief and clear instructions
 - Proactively and positively directing children toward acceptable behaviors
 - Verbally encouraging positive behavior
 - Correcting or redirecting inappropriate behavior when necessary (acceptable means of redirection include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the group for a brief time)
 - Specific steps for correction
 - Remove the child from the situation and speak to him/her in private (but still visually accessible)
 - Gently point out the problem using simple terms, requesting that he/she stop the behavior
 - When appropriate, ask the child to apologize, and encourage the offended child to accept the apology (If a child is unwilling to apologize, a brief time out may be used at this time; time out

should be in a chair and should be about 1 minute for each year of the child's age)

- Volunteers should strive to be consistent with all children in their care
- Volunteers should *never* yell at, spank, or hit a child. (If a child's behavior is uncontrollable, the Children's Ministry Coordinator and the parents should be notified; in all cases, parents should be informed of any significant or ongoing incidents)
- For behavioral problems that require the assistance of the Children's Ministry Coordinator during the worship service, please enter "00" into the paging system located in the Butterflies room (G123)

10. Physical Touch Policies (Volunteer-to-Child)

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or of showing godly love and care, it can also be easily misinterpreted. The following policy is therefore in place, because we desire to protect both our volunteers and the children under our care in this area.

- Always remain in open sight of other adults
- Appropriate physical contact will vary according to the age of the child. What is usually considered appropriate for preschool aged children (holding, rocking, sitting in laps, etc) is not considered appropriate for older children
- In some situations, male volunteers will need to limit physical contact more than a female volunteer in the same situation. In particular, men should refrain from the following activities: rough-housing, wrestling, or giving shoulder or piggy-back rides to children
- In the preschool rooms, only females may change diapers; only females will be allowed to take children to the bathroom and/or assist in the potty
- Use care and discernment when hugging a child. Brief side-hugs when greeting or comforting a child are generally appropriate. Prolonged, frequent, or frontal hugs are not appropriate
- In older children's classes, workers should not initiate hugs, particularly towards children of the opposite sex; if an older child initiates a hug, redirect them to a more appropriate contact, such as a brief side hug or a "high-five," etc
- Only touch children in "safe" areas and for brief times, with no rubbing or massaging. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of a child's head. Never touch a child on or near any region that is considered private or personal, unless changing diapers or assisting preschool children in the potty
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of a volunteer correcting someone else's child

- If there are any questions about how to interact with children in an appropriate manner, feel free to direct or concerns to the Children’s Ministry Coordinator or Assistant Pastor.

11. Adult Visitors in the Classroom

For the kids and youth ministries at First Baptist, it is permissible to allow a parent to join their child in class. The guest should not be considered an adult volunteer, and therefore should not be entrusted with caring for the children in a class. If any concerns arise for the welfare of the class over a visiting guest, the guest should be kindly but firmly dismissed. In the case of preschool-aged children dealing with ongoing separation anxiety, the Children’s Ministry Coordinator should be consulted for further suggestions.

12. Accidents and First Aid

All areas of the church are equipped with nearby basic first aid kits. Volunteers should be familiar with their contents and uses. (Neither church volunteers nor church staff will give any medication to any child, with the exception of staff/teachers who have been instructed by a parent of a highly allergic child in the need for and use of an “Epipen.”)

In the event of an accident or sudden illness, follow the below procedures:

- **Deal with the situation:** Appropriately care for the injured person and administer *basic* first aid as necessary. In the event of serious or life-threatening injury or illness, emergency medical services (911) should be called first, and then the parents should be notified immediately. If a serious incident happens in childcare during the worship service, a volunteer should enter “99” into the paging system located in the Butterflies room (G123).
- **Secure the area:** If there is blood, slippery areas, or damaged property, keep others away from the area by blocking it off until maintenance/staff can address it. This will prevent others from being injured.
- **Contact staff leadership:** Call the Assistant Pastor, Preschool Coordinators, or one of the elders, if they are not at the location at the time of the incident. People who are responsible for the building need to know what is happening.
- **Clean up the area:** After given authorization, have maintenance or other staff clean up any mess left behind by the injured person, medical staff, damaged property, or others. Use proper procedures in handling bodily fluids or sharp material.
- **Complete the proper incident report:** Volunteers in the children’s department should complete a *child injury report* for all injuries (see the appendices for sample forms), whether minor or major. For any injury requiring a child to be removed from the church for further treatment, a *severe incident report* should be completed. (Youth workers should report significant injuries as well.)
- **Follow-up:** A member of the staff or elders should call to check on the status if there is an injured child.

13. Food/Drink Policy

- For the preschool department, parents should be careful to note on the tag any food allergies the child has, and if they do *not* want church snacks/drinks to be given to their child
- Caregivers should always check the tag before serving a snack/drink to a child
- *No hot drinks are allowed* in the children's wing of the church building during activities

14. Well Child Guidelines

First Baptist Church is dedicated to preventing the spread of communicable diseases among children and volunteers. Parents and volunteers must therefore be familiar with—and abide by—the “Well Child Policy and Universal Precautions” below. Volunteers have the right to refuse a child on the basis of symptoms listed in the “Communicable Disease Policy.”

In addition, in certain instances, First Baptist Church reserves the right to request clearance by a family physician before allowing a child to return to care.

- A child should not be placed in care when any of the following exist:
 - Fever (children should be fever-free for 24 hours)
 - Nausea, vomiting or diarrhea
 - Any colored nasal discharge
 - Sore throat
 - Productive (wet) cough or croupy (barking) cough
 - Any unexplained rash or open skin lesion
 - Any skin infection—boils, ringworm, impetigo, etc
 - Any eye infection or drainage
 - Any communicable disease or infestation (e.g., lice)
 - Looks or acts unusually tired, pale, irritable or restless
- Children who appear sick while in care will be removed from class and placed with a volunteer until a parent is located
- If a child contracts a serious communicable illness (e.g., meningitis) and has been in contact with other children while at First Baptist, parents have the responsibility to notify the Assistant Pastor so that other parents may be notified, as necessary
- Neither volunteers nor church staff will give any medication to any child, with the exception of staff/teachers who have been instructed by a parent of a highly allergic child in the need for and use of an EpiPen
- Parents of children with special needs are encouraged to contact the Assistant Pastor and/or the Children's Ministry Coordinator before bringing their child to class the first time
- Parents of children with any serious allergies, medical conditions or other noteworthy issues should note these to volunteers when their child arrives and should verbally alert the Assistant Pastor or other ministry coordinators

15. Universal Precautions

Because there is no foolproof way to determine who may be a carrier of an infectious disease, First Baptist will follow these universal precautions in dealing with all human body fluids and items coming into contact with them. By treating all bodily fluids as if they are infected, any infections or contaminants can be avoided at all times, providing a safer and healthier environment for volunteers and children alike.

- **Important Points of Universal Precautions**
 - Always wear disposable gloves (latex or vinyl) when dealing with any bodily fluids
 - Wash and sanitize hands before and after any contact with bodily fluids, including wiping noses, cleaning vomit or bathroom accidents, and treating bloods spills
 - Inform the preschool coordinators of all soiled linens (i.e., sheets, clothing, burp cloths) that are potential infectious agents
 - Remove toys that children have mouthed from the general play area, until they are disinfected
 - At the end of the session, disinfect the room (toys, changing tables, tables, highchairs, etc.) with Clorox wipes and allow to air dry. Disinfected toys may be placed back on the shelves to dry, but do not close lids on toy boxes

16. Child Abuse Response Plan

In North Carolina, *all* persons are mandatory reporters of child abuse, with the exception that clergy are not required to disclose privileged communications. Therefore, in the event of suspected or observed child abuse—whether sexual, physical or emotional), church volunteers must adhere to the following policies (note: NC statutes on child abuse can be read here:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-101.html):

- **If it is a “questionable behavior” offense:** Examples include flirtations, shoulder massages, etc. Volunteers should notify the Assistant Pastor and/or Children’s Ministry Coordinator to take the appropriate course of action
- **If it is a “major” offense:** Examples include volunteer observing actual abuse, such as sexual, physical, or emotional, and/or noticing peculiar abrasions, lacerations, etc. Immediately separate offender and victim and notify the Assistant Pastor and/or one of the elders. The supervisor and witness will then initiate the following plan:
 - **The elders will be notified**
 - **North Carolina law requires the person who suspects child abuse to report it to Child Protective Services (CPS).** Therefore, the person who observed the suspected abuse, along with the appropriate supervisor and at least one elder will call the Durham County Department of Social Services at (919) 560-8424, and any other appropriate authorities. After hours, call 911 and ask for the “After Hours Social Worker” to call you. If a report is made anonymously, the report should be made over the phone in the presence of an attorney or other independent witness who can later verify the identity of the reporter, if necessary

- **Provide a caring response**
 - Ensure the allegation is taken seriously
 - Be especially aggressive when dealing with pedophilic behavior
 - Assure that procedures exist for such complaints and that they will be followed to ensure proper follow through
 - Assure that the church desires to extend care and support in whatever ways possible to the victim and the victim's family
 - Situations must be handled forthrightly, with due respect for people's privacy and confidentiality
 - Adequate care must be shown for the well-being of the victims and their families
- **Document the allegation**
 - The name, age, gender and address of the victim
 - The name, age, gender and address of the alleged perpetrator
 - The nature of the abuse (i.e. physical, emotional, and/or sexual) alleged to have occurred
 - The date(s) and location(s) of the incident(s)
 - The relationship between the victim and the alleged perpetrator
 - Other evidence that supports or corroborates the allegation (eyewitnesses, medical exams, confessions, etc)
- **Seek professional assistance (within 24 hours of an allegation)**
 - Report to civil authority
 - Notify the insurance agent
 - Notify the appropriate denominational leaders
 - Notification should be limited to those who need to know about the allegation and to those who can provide professional assistance in providing a helpful response
- **Provide support for the victim, assuring that:**
 - The church takes any allegation of abuse very seriously
 - The church does not tolerate incidents of sexual misconduct, and considers such incidents to be unscriptural, subjecting the perpetrator to discipline
 - The complaint will be investigated immediately and thoroughly
 - The church will not tolerate any retaliation against the victim(s) or family for filing a complaint, no matter how it is resolved
- **Decide on options regarding the alleged perpetrator.** (These will vary from restricting the individual's activities on a temporary basis to the possibility of prosecution.)
- **Respond to congregational concerns**

- The church will maintain strict confidentiality concerning all information
- Communication with members of the congregation will be on the basis of “need to know” under the restrictions of a qualified privilege
- **Response to media.** Normally, one person will be designated by the elders to speak to the media on behalf of the church

17. Other Important Policies and Guidelines

- **Lost and Found**
 - Personal items left on the children’s floor will be placed in lost and found. Unclaimed items will be disposed of or given away on an occasional basis
- **Childcare orientation**
 - Parents and volunteers are expected to attend any childcare orientation sessions hosted by the church. In addition, parents will be updated (as needed) regarding issues relating to their children
- **Playground Guidelines**
 - The church playground is available for use by First Baptist members and their guests as frequently as they desire. Volunteers should feel free to use the playground anytime except during BFL, or if for some reason the playground is closed for use due to safety concerns
 - Although we have been mindful of safety considerations in the construction of the playground, there is always the potential for injury, and families should know that their use of the playground is at their own risk
 - Children are expected to play in a manner that is safe and shows respect for other children and the church’s property; those supervising the playground have the freedom to disallow any activity they feel is unsafe
 - First Baptist Church is not responsible for any injuries or damages that result from playground use
- **Childcare for special events**
 - Special events are defined as any one-time event or ongoing event meeting where church facilities are used outside of regular Sunday and Wednesday corporate gatherings
 - Anyone wishing to arrange childcare for a special event must consult with the Children’s Ministry Coordinator
 - Individual groups meeting in private homes are responsible for making their own childcare arrangements independent of formal church involvement. The church’s guidelines are recommended for such groups, but these groups are not bound by them. Each group bears the responsibility of overseeing the care of their own children

- Parties using church facilities for non-church sponsored events do so at their own risk and are responsible for maintaining a safe and healthy environment for children. First Baptist Church is not liable for incidents occurring at non-church sponsored activities
- **Weather-related emergencies**
 - In the event of a tornado or other severe weather alert, children will be moved to interior hallways on the ground floor and, whenever possible, given to the supervision of a parent/guardian. (See severe weather procedures in the appendices)
- **In case of fire**
 - In the event of a fire and/or fire alarm, all persons will immediately evacuate the building. Volunteers will ensure that *all* children in their care are removed from the building and kept safely away from the building until they are picked up by a parent/guardian. (See fire evacuation plan in the appendices)
- **Strangers/Transients**
 - Any person who appears suspicious or out-of-place should be reported to a church elder, staff and/or member of the security team immediately. If imminent danger is suspected, 911 should be called and children removed from the area as quickly as possible
- **Photographing kids**
 - Volunteers should *not* take any pictures of children in the kids or preschool departments during activities, or post any pictures of kids from First Baptist online, *unless they have direct consent from the parents of the children.*

18. Acknowledgements

We gratefully acknowledge the following people and ministries for allowing us to peruse and adapt their policies and information in the writing of this handbook:

- Bethlehem Baptist Church, Minneapolis, MN
- Desiring God
- Capitol Hill Baptist Church, Washington, DC
- Clifton Baptist Church, Louisville, KY
- College Church, Wheaton, IL
- Providence Baptist Church, Raleigh, NC
- The YMCA
- The elders of First Baptist Church for their leadership, oversight and feedback in the preparation of this document

This handbook was last amended on August 22, 2016.

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FBC Durham: Incident Report

Name of Child _____ Reported By _____

Time of Incident: _____ Location of Incident (Rm#) _____

Description of Incident: _____

List Care Administered to Child: _____

Parent/Custodian Notified: Yes No If yes, time: _____

Parental action taken: _____

Assistant Pastor notified: Yes No If yes, time: _____

Reports should be submitted to the Assistant Pastor at the end of each session.

Caregiver Signature _____ Date _____

Other Witnesses _____

Assistant Pastor Signature _____ Date _____

Parent Signature _____ Date _____

FBC Durham: Severe Incident Report

In the event of an incident resulting in injury on the property of First Baptist Church, the following information should be filled out by the staff or church member who attended the injured person. This form should be completed and turned into the Assistant Pastor *immediately* following the occurrence. Attention to detail is extremely important as accurate reporting and notation may be required in the event of serious injury. The following list provides a set of guidelines for injuries that must be reported:

- Choking Requiring Heimlich Maneuver
- Trouble Breathing
- Heart Trouble
- Fainting or Black Outs
- Potential Broken Bones
- Serious Burns
- Cuts potentially requiring Stitches
- Trips, slips, or falls resulting in injury
- Vehicular Accidents
- Other significant injury (your judgment)

Your Name _____ Your Phone # _____
(Individual filling out report)

Injured Person _____ Phone # _____ Age _____
Date of Incident _____ Time of Incident _____ Location _____
Brief Description of Injury _____

Brief Description of Incident _____

Brief Description of Care Offered _____

Identify Witness(es) of Event _____

Action taken to remove further danger from site (if applicable) _____

Identify any medical personnel involved _____

Name of Parent(s) or guardian(s) _____
(If injured person is a minor)

Time parent or guardian was notified _____

If parents were unavailable for immediate notification, please indicate what steps were taken to locate them.

Class and Curricula Information

Kids Bible for Life

- Penguins (Toddlers)
 - Young toddlers are taught "The Wonders He Has Done," which presents four lessons (repeated throughout the year) on creation, our love for Jesus and His Love for us, along with a series of simple truth statements.
- Frogs (Older Toddlers)
 - Older toddlers are taught "His Praiseworthy Deeds" in 13 key Bible stories (repeated throughout the year) along with monthly foundation verses to memorize.
- Bears
 - The Bears class is taught "He Has Established a Testimony" curriculum. God has testified of His glorious deeds and His mighty power. This curriculum explores God's greatness by noting key themes found chronologically throughout the Old Testament.
- Lions
 - The Lions learn from the curriculum "He Has Spoken By His Son." The New Testament beautifully unfolds the wonder and power of Jesus Christ. This curriculum explores the greatness of God in Christ by noting key themes found chronologically throughout the New Testament. Teachers are encouraged to study the Scripture itself and the utilize the key themes to acquaint children with a great God who has spoken by His Son.
- Kindergarten
 - The kindergarten class is studying "Jesus, What a Savior." We were created to enjoy the glory of God. But as sinners, we fail to treasure Him as we should. This chronological study on redemption explores the incomparable greatness and worth of God, the desperate condition of helpless sinners and the all-sufficient work of Jesus Christ to redeem sinful people.
- 1st Grade
 - The first grade is studying "The ABC's of God." With the alphabet as a framework for teaching the attributes of God, the children explore the delight that God has in Himself as the source, means and purpose of all things. Each lesson asks and answers three key questions ("Who is God?", "What is He like?" and "How should I act toward Him?"), developing a sound theology of God for children.
- 2nd Grade
 - The second grade is studying the fact that God's promises are gifts to the believer in "Faithful to His Promises." The challenge of the Christian life is not to simply know the promises of God, but to place unshakable confidence in

them. The children learn God's character is trustworthy; therefore, His promises are true and reliable.

- 3rd Grade
 - 3rd Grade learns that the Bible is one complete, true story that progressively reveals God's redemptive plan in their class: "In the Beginning ... Jesus." They learn that his plan comes to complete fulfillment in the person and work of Jesus Christ. The study starts at the beginning of the Bible and moves chronologically through the Old Testament text as the children search for clues that foreshadow the coming of Jesus and his redemptive work on the cross.
- 4th & 5th Grades
 - 4th and 5th Grades study both "How Majestic is My Name" and "My Purpose Will Stand" in alternating years. "How Majestic is My Name" is a study in learning that the names of God are wonderful revelations of his majestic character. Hebrew names of God in the Old Testament and the names of Christ and the Holy Spirit in the New Testament are presented. "My Purpose Will Stand" teaches that God is not an idle God. He is continually involved with all created things, directing them to accomplish his eternal purposes. This study teaches children to recognize God's providence in their lives and to joyfully trust his good purposes for them.

The Gospel Project for Kids!

The Gospel Project for Kids is a Christ-centered curriculum that follows the timeline of events in the Bible over the course of four years. The goal of The Gospel Project is to help kids connect Bible stories to God's ultimate plan of redemption through Jesus Christ. These classes are provided for kids ages 3 years–5th grade.

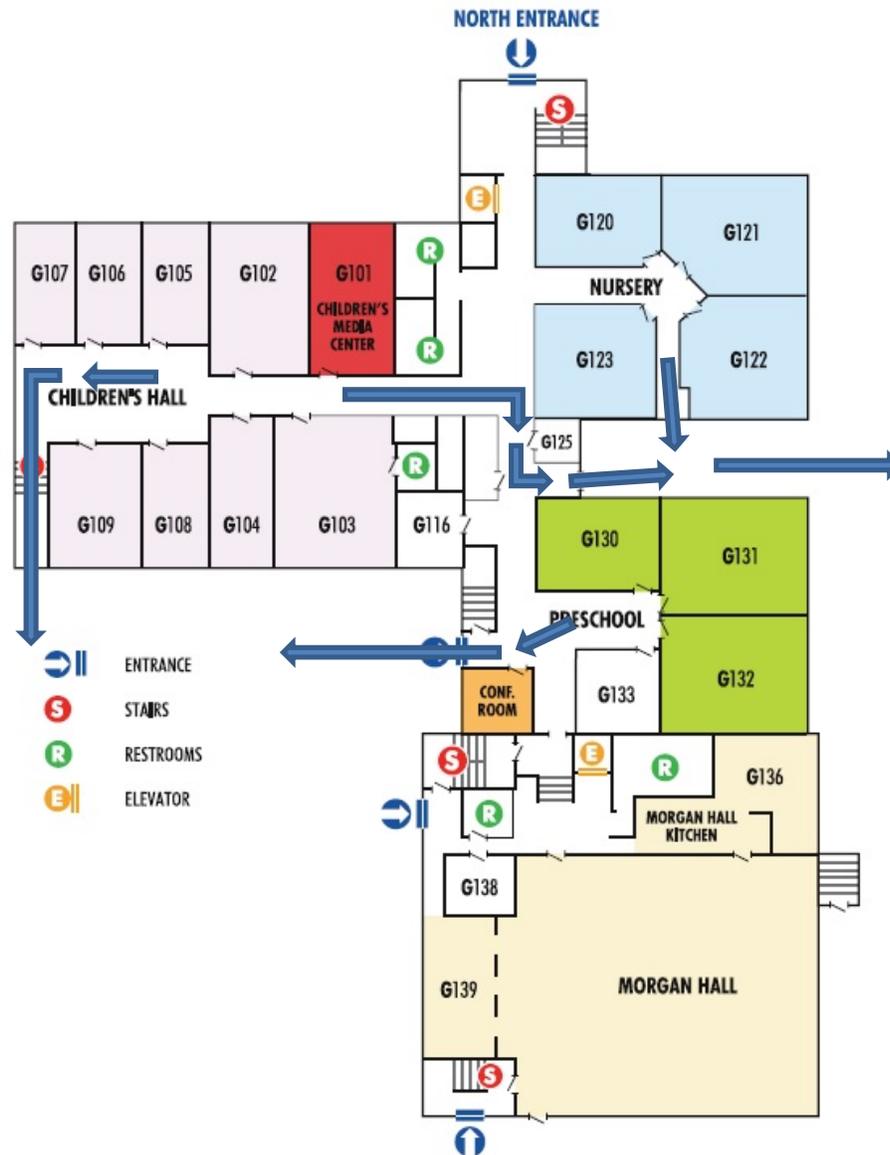
Youth Bible for Life

Our purpose for Youth Bible for Life is to provide a solid and broad foundation of biblical teaching along with timely applications for youths as they learn more about the Christian faith, their walk with Christ, and God's mission in the world. We briefly meet as a large group to share announcements, fellowship, and prayer requests, and then we divide up into smaller classes for group study.

Staff and Lay Leaders

- Kevin Schaub, Assistant Pastor/Elder
- Kristen Snyder, Children's Ministry Coordinator
- Travis Bodine, Deacon
- Diana Lisle, Deacon
- David Unwin, Deacon
- Ben Zweigle, Lay Elder

In Case of Fire: Ground Floor Evacuation Procedures



Fire Evacuation Procedures (Ground Floor)

- Report the fire immediately by dialing 911.
- Activate the nearest pull box alarm station in the hallway.
- Stay calm and do whatever possible to prevent panic.
- Search the area or floor to ensure that all occupants have been evacuated.

CAREGIVER INFORMATION:

- Take note of the exit route in the map above depending on the location of your room.
- In the event of a fire, please have children calmly line up with one adult in front and one in back and escort them through the exit indicated above for your evacuation route. Do a headcount.
- Once outside, move away from the building and have your class sit down. Do a headcount.

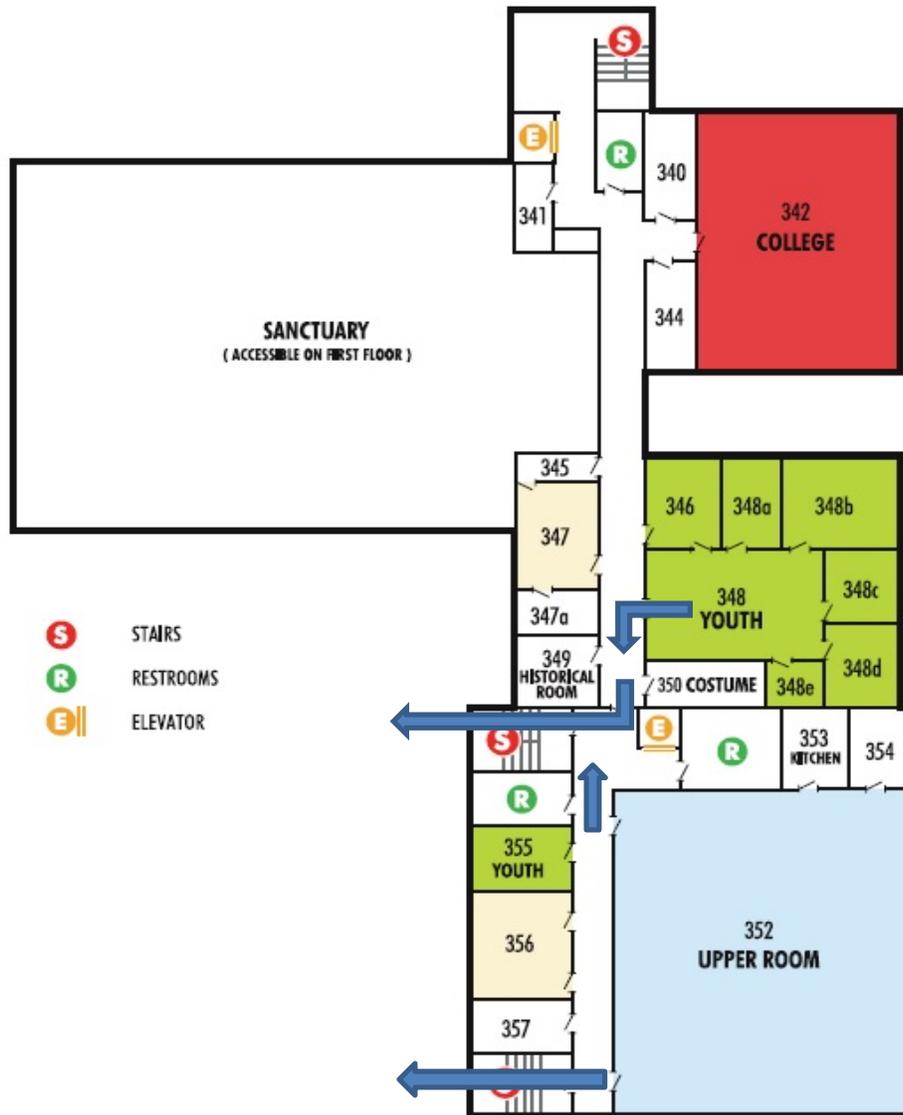
PARENTS:

- Please DO NOT come to the children's area to pick up children in the event of a fire. Instead go to the designated outside area to pick up your children. This will eliminate confusion and ensure the safe evacuation of your children out of the building.



Updated 8/22/13

In Case of Fire: Third Floor Evacuation Procedures



Fire Evacuation Procedures (Third Floor)

- Report the fire immediately by dialing 911.
- Activate the nearest pull box alarm station in the hallway.
- Stay calm and do whatever possible to prevent panic.
- Search the area or floor to ensure all occupants have been evacuated.

CAREGIVER INFORMATION:

- Take note of the exit route in the map above depending on the location of your room.
- Under no circumstances should you take the elevator in the event of a fire evacuation.
- In the event of a fire, please have youth line up and exit according to your instructions. Do a headcount, then escort them out through the exit indicated above for your evacuation route.
- Once outside, move away from the building, have your group stay together. Do a headcount.

PARENTS:

- Please DO NOT come to the youth area to pick up youth in the event of a fire. Instead go to the designated outside area to pick up youth (north parking lot). This will eliminate confusion and ensure the safe evacuation of your children out of the building.



Updated 8/22/13

Severe Weather Instructions

Printed and visual instructions will be posted near doors of classrooms in the Children's Ministry area.

INTERCOM ANNOUNCEMENT:

- There will be an announcement of "Attention: Tornado Warning! Please proceed to the designated safe areas" over the church's intercom system.

DESIGNATED SAFE AREAS:

- During a severe weather emergency, please proceed to your designated safe area
 - Use the stairs! Do not use elevators.
 - Preschool and elementary aged children and volunteers gather in the Children's Hall.
 - Nursery babies and volunteers gather outside of Ground Floor restrooms.
 - Youth gather in the main hallway of the Ground Floor.
 - Parents, gather with your children on the Ground Floor.
 - Adults without children gather in the Parlor on the First Floor.
 - Internationals gather in Room 252 away from windows.

Volunteer Personal Commitment Form

Please return this completed page to the Assistant Pastor or Preschool Coordinators

- I attended the Volunteer Orientation & Safety Training on _____ (date)
- I have read and understood the information contained in the First Baptist Church *Child-Volunteer Protection Handbook*, and agree to adhere to the contents thereof.
- I completed and turned in a Background Check Authorization Form.
- I am committed to knowing when I am scheduled to serve and arriving to serve on time.
- I will be faithful and dependable in this ministry.
- I will seek to learn more about ministering to children, as information and training are available.
- I will faithfully pray for the children who are under my care.
- I commit myself to continuing personal spiritual growth.

Name (Printed)

Signature

Date

This section is for church staff use only

Orientation session completed

Background Check Completed