



CHRIST CHURCH Kids

CHRIST CHURCH SAN ANTONIO CHILD AND YOUTH PROTECTION POLICY

APPROVED BY THE CCSA SESSION - AUGUST 2018

SECTION 1 – PURPOSES

1. The various ministries to children at Christ Church San Antonio exist to enable CCSA to achieve its stated mission and core values:

Christ Church exists to savor God's grace, build God's community, and join in God's mission.

2. Therefore this policy has the primary purpose of nurturing the children of CCSA to savor God's grace, build God's community and join in His mission. We will do so by teaching them the love of Christ and modeling to them that love as staff and volunteers who care for them.
3. We strive to live out the gospel with clarity. Abuse distorts our witness to the gospel. Because abuse affects the emotional and psychological well-being of a child, it causes spiritual as well as physical harm, and preventing this harm in the life of the congregation is critical to the life of the church.
4. The gospel calls us to openness and repentance. Abuse thrives in secrecy. Transparency in our policies and conduct in caring for children protects children from abuse and volunteers/staff from false allegations or suspicion. Therefore these policies are designed not only to safeguard the children, but also to assist and protect the staff and volunteers who have the privilege of working with children.
5. The Session at CCSA is responsible for the adoption and oversight of the Child and Youth Protection Policy. The Session may amend these policies and procedures at any time without prior notice, but will promptly communicate such changes to the congregation and make the current policy available to the congregation on the CCSA website.

SECTION 2 – VOLUNTEER APPLICATION PROCESS

Jesus welcomed little children to himself and said, “let the children come to me; do not hinder them, for to such belongs the kingdom of God.” (Mark 10:14) It is because God cares for the most vulnerable among us, that we take seriously the responsibility of caring and protecting the children in our midst. With that in mind, Christ Church San Antonio requires everyone volunteering or working with children (who we define as anyone under 18 years old) to complete **4 SAFETY STEPS** before ministry work or volunteer placement begins.

STEP ONE: REVIEW AND AGREEMENT WITH POLICIES AND PROCEDURES

CCSA staff members and volunteers are required to review the policies and procedures contained in this handbook and acknowledge that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP TWO: AGREE TO AND PASS A BACKGROUND CHECK

CCSA requires staff and volunteers to perform a criminal background check. This background check will be kept strictly confidential. Any question related to disqualifying offenses will be left to the discretion of the CCSA Senior Pastor, in consultation with the Session.

STEP THREE: VIEW ONLINE SEXUAL ABUSE AWARENESS TRAINING PROGRAM

CCSA policies and procedures forbid abusive behavior of any kind by staff members and volunteers. To that end, CCSA requires all staff and volunteers, age 18 or above, working with children to complete the Ministry Safe sexual abuse awareness online training. Directions for completion are included on CCSA Volunteer Application Form. Upon completion of training a certification must be presented to the children’s director to be kept on file.

STEP FOUR: PROVIDE REFERENCES

CCSA staff and volunteers who joined CCSA **after March 2018**, as well as all non-members, must provide two references, which will be checked and recorded. If possible, these references will include one from a previous church and one professional reference.

Christ Church San Antonio reserves the right to decline or revoke any volunteer’s ability to serve in the Children’s Youth Ministries with or without prior notice at any time for any reason or for no reason at all.

SECTION 3: CHILD ABUSE AND PROTECTION

Christ Church San Antonio will not tolerate child abuse.

1. CCSA defines a "child" as anyone under the age of 18.
2. Child abuse consists of ANY physical or mental injury, sexual abuse, negligent treatment, or exploitation of a child. It is against the law and against CCSA's policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.
3. Child sexual abuse in particular is defined as the use, persuasion, or coercion of any child to engage in any sexual conduct. That term includes not only physical actions, but also illicit or lustful communications and any viewing or simulation of sexual conduct.
4. Child sexual abuse includes "grooming" activities, designed to lower resistance and prepare children for sexual abuse. Training for CCSA staff members and volunteers will include recognition of such activities and requirements for reporting and investigation by the appropriate authorities.

SECTION 4: REPORTING ABUSE

In any case where a volunteer witnesses or suspects child abuse of any kind in any context, they are required to follow these guidelines:

1. If the volunteer observes or becomes aware of an incident during a ministry activity, the incident should be reported immediately to the appropriate Ministry Director (Nursery, Children's Ministry, Youth, etc.), if present. If the appropriate Ministry Director is not present at the ministry activity or unavailable, they may report the abuse to any church officer who is present.
2. If the Ministry Director is not going to be present for a ministry activity, the Ministry Director should designate a responsible adult to receive such reports, and the individual making the report should report to that adult immediately, and the adult should report immediately to the Ministry Director, Senior Pastor, or if unavailable, any church officer.
3. The volunteer making the report should, within 24 hours of making the report, confirm that the report was received by the Senior Pastor or any elder.
4. If a volunteer otherwise learns of an incident, the volunteer should report it to the appropriate authority as outlined above within 24 hours.
5. Within 24 hours following the report, the volunteer should assist the Ministry Director by providing information to complete a written incident report which shall detail all relevant facts with respect to the incident.
6. It is not the role of a volunteer to interview the child at the time of reporting; that is the responsibility of the proper authorities. It is necessary only to record the facts available at that time. In order to ensure an impartial investigation by the appropriate authorities, CCSA volunteers should not interview the child with respect to any reported incident of abuse.
7. None of this should be understood as overriding the need to take immediate action to prevent ongoing or imminent harm to a child by contacting law enforcement authorities directly, as the situation may require.

In the case of a CCSA staff member there is a higher reporting requirement. A staff member, who witnesses, has been informed of, or suspects child abuse of any kind, shall:

1. Immediately, if possible, and in any event not later than 24 hours, report the incident to the appropriate Ministry Director and/or the Senior Pastor.
2. Report to any elder if for any reason it is not possible to confirm receipt of the report by the Ministry Director or Senior Pastor within 24 hours. The elder shall then either report or confirm that a report is made as outlined below.
3. Determine if an outside law enforcement report should be made. If the Ministry Director is unsure if an outside report should be made, the Ministry Director, or someone designated by the Senior Pastor, shall make an anonymous call to the Texas Abuse Hotline (1-800-252-5400) to discuss the situation with an investigator to determine whether the report should be made. The caller should make a written record of the name and the title of the investigator with whom he or she spoke as well as the recommendations made by the investigator.
4. If recommended by the Texas Abuse Hotline investigator or otherwise appropriate, CCSA shall report to local law enforcement within 48 hours. Texas law (Texas Family Code 261.101) requires that CCSA report the incident to local law enforcement within 48 hours. Ordinarily the Senior Pastor or Ministry Director should make this report. If a staff member subordinate to them is unable to verify that a proper report has been made, the staff member may make this call directly.
5. Submit a copy of the written record of any Texas Abuse Hotline call to the Senior Pastor. This report may be submitted anonymously if so desired.

**In any case where the alleged wrongdoer is the person to whom a report should be made, the report should be submitted to the highest-ranking appropriate CCSA representative. In order of priority, this should be Senior Pastor, the Ministry Director, an elder, a deacon, a deacon assistant, or any other Ministry Director.

SECTION 5: STAFF AND LEADERSHIP RESPONSE TO ABUSE REPORTS

When a Ministry Director receives a report of an incident of abuse, he or she shall immediately contact the Senior Pastor and appropriately document the incident. The Ministry Directors shall be responsible to keep on hand copies of incident report documents as required or recommended by CCSA's liability carrier.

The Senior Pastor shall be charged with:

1. Ensuring the appropriate law enforcement authorities have been contacted.
2. Contacting the Session to inform them of the incident.
3. Contacting the insurance provider.
4. Contacting the parents or guardian of the alleged victim to inform them of the incident, unless the law enforcement authorities instruct otherwise.
5. Taking all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim in any CCSA sponsored activity pending investigation.
6. Taking all necessary steps to ensure that the alleged wrongdoer is barred from further work with children or youth in any CCSA sponsored activity pending investigation.
7. If appropriate, ensuring that the alleged wrongdoer is informed that a report has been filed that specifically names them.

CONFIDENTIALITY

In order to protect the child, their family, the reporter, and the alleged wrongdoer, under no circumstances shall the person making a report (or receiving the report within CCSA) discuss the report with anyone other than the person to whom they have reported the abuse and other authorities outlined above. Every reasonable effort will be made by CCSA to maintain the confidentiality of the child, their parents, the reporter, and the alleged wrongdoer. Notwithstanding, the CCSA session and diaconate may discuss the report internally within executive session to maintain confidentiality, ensure compliance with CCSA standards, and to properly care for the congregation.

PUBLIC COMMUNICATION

The Senior Pastor of CCSA is normally the designated person to make any and all public statements on behalf of the church. The Session has the right to designate any other person to speak on behalf of the church. Under no circumstances shall a staff member or volunteer speak to the media or other outside parties about any abuse incident other than cooperation with law enforcement authorities or as required by any court or investigating legal authority. CCSA seeks to honor the civil authorities in accordance with scripture and will submit to legal authorities in their investigation.

SECTION 6 – SEXUAL OFFENDERS AT CHRIST CHURCH SAN ANTONIO

Consistent with the hope and welcome of the Gospel, to providing a nurturing spiritual environment, and to provide freedom from unnecessary harassment, CCSA may allow a person whom it knows to be a sexual offender to remain or become an attender or member of the congregation on the condition that the sexual offender assents and adheres to the following guidelines:

1. Known sexual offender. A known sexual offender is an individual who either (a) has been convicted of, indicted, or under information for crime of a sexual nature, in the judgment of the Session, or (b) is known to the Session to have engaged in such conduct, even if not prosecuted.
2. Discretion of Session. The Session may, in its sole discretion, bar a known sexual offender from attending CCSA events for failure to comply with all requirements.
3. Agreement to policies. For any known sexual offender, agreement to these policies is a necessary condition to participation in any CCSA events, as the Session believes these policies are necessary to the protection of children, which is a core aspect of the church's gospel mission. Any known sexual offender who does not agree to these policies shall be advised that attendance at any CCSA event shall be reported as criminal trespass.
4. Duty to disclose. A known sexual offender must willingly provide the Christ Church San Antonio pastoral staff with sufficient details about his/her legal history and current legal situation (including terms of his/her probation and verification of current sexual offender registration status, if applicable), and contact information for his/her probation officer.
5. Duty to coordinate accountability partner. A known sexual offender must schedule a non-family accountability partner to accompany and observe him/her at all church services and events for the duration of the service or event. That accountability partner and schedule must be pre-approved by the assigned pastoral contact and it is the responsibility of the known sexual offender to ensure this approval has been given before attending any CCSA event. Running approval of an accountability partner for regularly scheduled events may be given in the discretion of the assigned pastoral contact.
6. Duty of accountability partner to notify host. For any CCSA event or activity that is not hosted by church staff acting in their official capacity (including, but not limited to, community group), the accountability partner shall notify the host prior to attendance at an event where a child may be present. The known sexual offender should not attend any such event without the accountability partner.
7. Duty to refrain from child and youth contact. A known sexual offender cannot participate in any child or youth programs in any way. This includes:
 - a. Formal and informal participation in child or youth activities;
 - c. Linger or loiter in areas of the church building that house children and youth ministry;
 - d. Being alone with a child under any circumstance
 - e. Attending a church event at the home of a child without receiving prior permission as detailed below.
 - f. Transporting non-family member children to or from Church services and events.
8. The identity of the known sexual offender will be disclosed to the officers, staff, and other church leadership. The Session of CCSA shall have the right to disclose the identity of the sexual offender, including to the entire congregation, should it deem such disclosure necessary for the safety of the offender or of children in the congregation.
9. In the event that a sex offender begins to attend CCSA, the following protocol shall guide our interaction with this person.
 - o When any volunteer or staff learns of or has reason to believe the individual may be a known sexual offender, they should report to the Senior Pastor and elders of CCSA for further investigation and action.

- If the Session determines, in its sole judgment, that the individual is a known sexual offender, the individual must consent to the policies under this chapter to continue to attend any CCSA events.
 - The Pastor shall assign one of the pastoral staff or an officer as the primary contact for the offender. The pastor may assign himself and notify the session. The assignment of any person as contact is subject to review and change by the Session, but is authorized to act as the contact until such change by the Session may occur.
 - The assigned contact shall meet with the offender to review these policies and procedures, obtain the necessary information to clarify the offender's history and current situation, and to obtain a signed acknowledgment of these policies by the offender. The contact should provide a second copy of the policies to the offender for his/her reference.
 - The assigned contact shall promptly coordinate an accountability partner for the offender. The Senior Pastor should not be an accountability partner, but an elder or deacon may fill this role. This should normally happen before the next Sunday service or church event.
 - The assigned contact will ensure that the weekly management of the accountability partner is maintained for the duration of the offender's attendance at Christ Church, and shall promptly report any failure to comply by any party (contact, staff, known sexual offender, accountability partner, host, etc.) to the Senior Pastor.
 - The known sexual offender should self-report any failure to comply with these policies in relation to their situation by any party to the Senior Pastor.
 - The Senior Pastor will provide accountability by use of:
 - Random checks with scheduled accountability partnersto ensure they are participating and that no issues have arisen;
 - Following up with the assigned contact;
 - Reporting to the Session.
10. A known sexual offender shall acknowledge in writing the agreement to abide by these policies and consent that the pastoral staff and other Church leadership may communicate with the probation officer, if any.

SECTION 7 – NURSERY (0-4 YEARS OLD)

The Nursery at CCSA encompasses the ministries to children ranging from birth to 4 years old (or Pre-K 5).

VISIBILITY

It is important that all interaction between children and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer disappear behind a closed door with no visibility to outsiders.

TWO ADULT RULE

CCSA shall schedule and ensure the staffing of nursery activities by a minimum of two adults (volunteer/staff/paid caregiver) at all times when children are being supervised during our programs and activities. In some instances, only one adult (volunteer/staff/paid caregiver) will be present due to exigencies such as bathroom breaks. In these instances, doors to the classroom should remain open. CCSA does not allow one child to be alone with one adult under any circumstance.

VISIBILITY REQUIREMENTS

Any adult (volunteer/staff/paid caregiver) who is in a classroom in a caregiving capacity (other than a parent dropping off their child) will wear either a Christ Church Kids Shirt or will write their name on a blank nametag and wear it conspicuously for the duration of their service. Other adults not in a caregiving capacity should not be present in the classroom other than staff or officers providing necessary oversight or assistance requested by the Ministry Director.

RESTROOMS

Only paid caregivers, approved volunteers, the parent or legal guardian of a child, and an adult who brought the child to the CCSA event without the parent or legal guardian are allowed to change diapers in the nursery area.

Restrooms are located between classrooms. Adults (volunteer/staff/paid caregiver) should only provide physical assistance to a child using the restroom if the child is three years or younger or has needs requiring extra assistance. Only female adults should provide this assistance.

In classes without restrooms, adults are required to take children to the hallway restrooms. Adults should check the restroom before the child enters and then hold the main door of the restroom open while the child(ren) enters a stall. Women may take male and female children, but men may only take male children to the restroom.

PHYSICAL CONTACT

Physical contact in any form should be above reproach. The personal behavior of staff members and volunteers must foster trust at all times. Never force physical contact for affection or punishment on a reluctant child. A child's preference not to be touched must be respected.

Using **good judgment**, the following are appropriate ways to touch small children:

1. An arm around the shoulder.
2. Walking hand in hand.
3. Short congratulatory or greeting hugs. Prolonged hugs should be avoided unless the child is distressed and should be used to reassure the child and redirect toward nursery activities once the child is comforted.
4. A brief, assuring pat on the back or shoulder.
5. Handshakes, high-fives, and 'bumps.'
6. All touch taking place in visible/observable spaces.
7. Carrying small children, including piggyback, but avoiding hand or unnecessary contact with private parts.
8. Allowing a child to sit in your lap or near you for story time or games

The following are actions an adult (volunteer/staff/paid caregiver) should **NEVER** take:

1. Never touch a child in anger or disgust.
2. Never physically discipline a child as defined below.
3. Never touch a child in any manner that may be construed as sexually suggestive, in particular, try to avoid touching a child between the navel and knee.
4. Never touch a child's private parts (with the exception of diaper or bathroom procedures).
5. While allowing a child to sit in your lap may be appropriate to comfort or instruct a child at times, staff and volunteers should never force a child to sit in one's lap, should never select one child out of the group to sit in one's lap, and should encourage children to join in group play and instructional activities when possible to avoid the appearance of favoritism and foster healthy social interaction.

DISCIPLINE POLICY

It is CCSA's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Physical discipline does not include removal or redirection as outlined below.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally correct and redirect the child before physically intervening unless appropriate to avoid immediate harm (for example, removing a toy from the hands of a child that is hitting another). Verbal and nonverbal correction should both be done in a manner that is clear, decisive, and loving.
2. If the behavior does not cease, remove or direct the child away from the group to another part of the room where the group is meeting. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, carpet square, etc.) until their time-out is complete.
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.")
4. Do not physically hold the child in time-out. If the child persists in disruptive activity during the time out, begin again with verbal correction and escalate from there as necessary. If this cycle continues in a manner disruptive to the event, request Ministry Director assistance. Uncontrollable or unusual behavior should be reported immediately to the Director of Children's Ministry.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

FOOD ALLERGIES

Every child entering the nursery during church events will be required to have a CCSA nametag which will include identification information as well as any information about the child's allergies.

The CCSA Nursery policy is to strive to be a nut-free zone and to serve gluten-free snacks.

1. The CCSA Nursery is designated a nut-free zone. CCSA cannot guarantee the nursery will always be nut-free, but shall take reasonable steps to maintain the CCSA Nursery as a nut-free zone as outlined below.

2. CCSA shall regularly remind staff and parents of the nut-free zone policy to ensure compliance.
3. If a worker or volunteer discovers nuts in the nursery, they will remove and dispose of them and clean the area where it was found.
4. It is the intention of the CCSA nursery to provide gluten-free snacks for children in the nursery. If a child has a gluten allergy or any other food allergies the parent/care giver is responsible for making that known to the Children's Director.
5. CCSA cannot guarantee all snacks will be gluten-free.
6. If any staff or volunteer observes an allergic reaction in a child, the accidental injury policy outlined below should be implemented immediately.

It is the responsibility of parents to ensure their children eat snacks that are appropriate for their dietary needs.

FOOD AND PERSONAL BELONGINGS

For adults (volunteer/staff/paid caregiver) serving in the Nursery we require the following:

1. Store any personal belongings in a cabinet, away from children.
2. Any personal belongings that may pose a hazard to children should be kept out of reach of children or, in the discretion of the Children's Director, in the Director's custody during the event.
3. Refrain from using cell phones unless contacting the Children's Director for an emergency.
4. Do not bring any outside food or drinks into the classroom unless it conforms to the posted allergy requirements for the Nursery.

For children entering the Nursery we require the following:

1. All belongings are labeled and stored together in a bag. The Children's Director should supply one if one is not brought.
2. Any outside snacks should conform to the posted allergy requirements for the Nursery. The parent or guardian should be advised if the outside snacks do not conform to policy.
3. Parents are asked to hand the child and their belongings off at the doorway and not enter the nursery classroom unless given permission.

CLEAN UP

Before leaving the classroom the adults (volunteer/staff/paid caregiver) are to ensure the following has happened:

1. All children have been picked up by a parent or authorized individual.
2. All toys and materials are cleaned and put away in a neat manner to prepare for the next week.
3. Wipe down tables, chairs, and even toys with the provided Lysol spray or wipes.
4. Let the Staff know if the classroom is missing anything.

CHECK-IN / CHECK OUT

In order to enter the Nursery, every child must be checked-in at one of the computer kiosks located at the Christ Church Kids check in table. The check-in system will assign the child to the correct class based on their birth date and print the appropriate security labels. For children in the Nursery, two labels will be printed– one to be affixed to the child's back and one for the parent to keep for pick-up.

Visitors to CCSA will fill in family information into the designated CCSA software. From there parents will follow regular procedures for checking in their child(ren).

A child may not be released unless a parent has the security tag that corresponds to the nametag on that child. If an adult attempts to pick up a child without the corresponding security tag, the adult (volunteer/staff/paid caregiver) must

ask to see the adult's driver's license. If the parent's identity can be validated, then the volunteer may release the child. In the case that the adult's identity cannot be verified then the Ministry Director must be notified to make the decision to release a child.

SICK POLICIES

Parents should refrain from bringing children to the Nursery who exhibit the following symptoms. Furthermore, if these symptoms are observed by adults (volunteer/staff/paid caregiver), the child's parent may be called to remove the child from the Nursery.

1. Yellow or greenish discharge from the eyes or nose during a cold.
2. Heavy coughing or excessive sneezing.
3. A temperature of 100.5 or greater.
4. Vomiting or diarrhea within the last 24 hours.
5. Questionable rashes.

MEDICATIONS POLICY

Christ Church is not responsible to store or administer any medication for any child. This is the parent or legal guardian's sole responsibility.

ACCIDENTAL INJURIES TO CHILDREN

Christ Church will maintain a first-aid kit. In the event of an accidental injury to a child an adult (volunteer/staff/paid caregiver) should:

1. Alert the Children's Director or Greeter without leaving the children.
2. The Children's Director or Greeter will determine if the parents or emergency medical personnel need to be alerted.
3. Administer proper first aid for the child.
4. After the child is cared for, the adult (volunteer/staff/paid caregiver) should fill out an Incident Report and return it to Children's Director.
5. The parent picking up the child shall be notified of the incident by the Children's Director.

TEENAGE "HELPERS"

We recognize that it may be expedient to have volunteers who themselves are under age 18. In this case, the following guidelines will apply to these Helpers:

1. Teenage Helpers must be under the supervision of another adult and must never be left alone with children.
2. Teenage Helpers must be at least 12 years old.
3. Teenage Helpers must complete the Volunteer Application Process (Section 2 above), with the exception of Step 2 – the Ministry Safe sexual abuse awareness online training. For children wanting to volunteer between the ages of 12-17, the parents shall determine whether the child will watch the online training video.

SECTION 8 – CHILDREN’S MINISTRY

The Children’s Ministry at CCSA encompasses the ministries to children ranging from 4 years old (or Pre-K) through 5th Grade.

VISIBILITY

It is important that all interaction between children and adults (volunteers/staff) happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and adult disappear behind a closed door with no visibility to outsiders.

TWO ADULT RULE

A minimum of two adults (volunteer/staff/paid caregiver) will be in attendance at all times when children are being supervised during our programs and activities. In some instances, only one adult (volunteer/staff/paid caregiver) will be in attendance. In these instances, doors to the classroom should remain open. We do not allow one child to be alone with one adult under any circumstance.

CHECK-IN / CHECK OUT

All children must check in at one of the computer kiosks located at the CCSA Kids check in table. The check-in system will provide a nametag and print the appropriate security labels.

For children five and younger, in order to enter the classrooms, the child must be checked-in by their parent or an older sibling. The parent will receive a tag that must be used to pick up the child at the end of class.

Visitors to CCSA will register at the kids check in table. Once registered parents can check in children and take them to their designated rooms.

A child may not be released unless a parent has the security tag that corresponds to the nametag on that child. If an adult attempts to pick up a child without the corresponding security tag, the adult (volunteer/staff/paid caregiver) must ask to see the adult’s driver’s license. If the parent’s identity can be validated, then the volunteer may release the child. In the case that the adult’s identity cannot be verified then a Ministry Director must be notified to make the decision to release a child.

RESTROOMS

Restrooms are located between some children’s classrooms. Adults (volunteer/staff/paid caregiver) should only provide physical assistance to a child using the restroom if the child has needs requiring extra assistance. Only female adults should provide this assistance.

In classes without restrooms, adults may take children to the hallway restrooms. Adults should check the restroom before the child enters and then, if the restroom is unoccupied, hold the main door of the restroom open while the child(ren) enters a stall. Women may take male and female children, but men may only take male children to the restroom.

PHYSICAL CONTACT

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Using **good judgment**, the following are appropriate ways to touch small children:

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2. Walking hand in hand.

3. Short congratulatory or greeting hugs. Prolonged hugs should be avoided unless the child is distressed and should be used to reassure the child and redirect toward group activities once the child is comforted.
4. A brief, assuring pat on the back or shoulder.
5. Handshakes, high-fives, and 'bumps.'
6. All touch taking place in visible/observable spaces.
7. Carrying children, including piggyback, but avoiding hand or unnecessary contact with private parts.
8. Allowing a child to sit in your lap or near you for story time or games is permissible, but should be avoided as children grow older, and is generally inappropriate for group story time/games in this age group.

The following are actions an adult (volunteer/staff/paid caregiver) should **NEVER** take:

1. Never touch a child in anger or disgust.
2. Never physically discipline a child as defined below.
3. Never touch a child in any manner that may be construed as sexually suggestive, in particular, try to avoid touching a child between the navel and knee.
4. Never touch a child's private parts (with the exception of diaper or bathroom procedures).

DISCIPLINE POLICY

It is CCSA's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or punishment for inappropriate behaviors by children.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

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2. If the behavior does not cease, remove or direct the child away from the group to another part of the where the group is meeting. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, carpet square, etc.) until their time-out is complete.
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.")
4. Do not physically hold the child in time-out. If the child persists in disruptive activity during the time out, begin again with verbal correction and escalate from there as necessary. If this cycle continues in a manner disruptive to the event, request Ministry Director assistance. Uncontrollable or unusual behavior should be reported immediately to the Director of Children's Ministry.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
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7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

CLEAN UP

Before leaving the classroom the adults (volunteer/staff/paid caregiver) are to ensure the following has happened:

1. All children have been picked up by a parent.
2. All toys and materials are put away in a neat manner to prepare for the next week.
3. Wipe down tables, chairs, white board, and even toys with the provided Lysol spray or wipes.
4. Let the Staff know if your room is missing anything.

ALLERGIES

CCSA recognizes that snacks will be offered to children in various venues in the normal non-nursery ministry of the church (Kinder through Second Bible Class, Christian Education, Youth Ministry, cookie table, VBS, etc.), and in the normal course of these ministries, children will be understood to be able to feed themselves unless there are known developmental delays or special issues raised by a parent. CCSA cannot guarantee that those snacks will be nut or gluten-free. It is our intention to avoid nuts in any snacks that are given to children.

We rely on open communication with parents if there are children with specific allergies. CCSA will discuss those situations and the best way to handle them with the family on a case-by-case basis.

SICK POLICIES

Parents should refrain from bringing children into classrooms who exhibit the following symptoms. Furthermore, if these symptoms are observed by adults (volunteer/staff/paid caregiver), the child's parent may be called to remove the child from the classroom.

1. Yellow or greenish discharge from the eyes or nose during a cold.
2. Heavy coughing or excessive sneezing.
3. A temperature of 100.5 or greater.
4. Vomiting or diarrhea within the last 24 hours.
5. Questionable rashes.

MEDICATIONS POLICY

Christ Church SA is not responsible to store or administer any medication for any child. This is the parent's sole responsibility.

ACCIDENTAL INJURIES TO CHILDREN

Christ Church will maintain a first-aid kit. In the event of an accidental injury to a child an adult (volunteer/staff/paid caregiver) should:

1. Alert the staff member or Greeter without leaving the children.
2. A staff member or Greeter will determine if the parents or medical personal needs to be alerted.
3. Administer proper first aid for the child.
4. After the child is cared for, the adult (volunteer/staff/paid caregiver) should fill out an Incident Report and return it to Children's Ministry Coordinator.

TABOO TOPICS

Certain topics of discussion are best left for parents and their children. If you have a question about the propriety of discussing one of these topics, speak with the teacher or leader in charge of the area in which you serve:

1. End times topics including the rapture or tribulation.
2. Satan and Hell. These topics will often incite undue fear or confusion without the context of Jesus' victory at the cross and should be avoided unless part of a curriculum.
3. Denominations
4. Speaking in tongues
5. Human sexuality or reproduction

6. Female menstrual cycle
7. Drugs, alcohol, or other questionable behavior – especially stories about the actions you or others engaged in before salvation.

TEENAGE “HELPERS”

We recognize that it may be expedient to have volunteers who themselves are under age 18. In this case, the following guidelines will apply to these Helpers:

1. Teenage Helpers must be under the supervision of another adult and must never be left alone with children.
2. Teenage Helpers must be at least 12 years old.
4. Teenage Helpers must complete the screening process detailed above, with the exception of the sexual abuse video. For children wanting to volunteer between the ages of 12-17, the parents shall determine whether the child will watch the online training video.

SECTION 9 – YOUTH MINISTRY

The Youth Ministry at CCSA encompasses the ministries to children ranging from 6th Grade through 12th Grade.

VISIBILITY

It is important that all interaction between youth and adults (volunteers/staff) happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a youth and adult (volunteer/staff) disappear behind a closed door with no visibility to outsiders.

ALCOHOL AND TOBACCO USE

Staff and volunteers are prohibited from the use, possession, or being under the influence of tobacco, alcohol, or any illegal drugs while at any Christ Church SA Youth function, while traveling with students, or while working with or supervising students.

At no time should an adult (volunteer/staff) consume with, offer, or provide alcohol, tobacco, or any illegal drugs to a minor youth. Any criminal offense will be reported to the appropriate authorities.

VERBAL INTERACTIONS

Verbal interactions between staff members, volunteers and students should be positive and uplifting. Christ Church staff and volunteers should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the spiritual growth and development of their children. To this end, staff members and volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from profanity in the presence of students.

SEXUALLY ORIENTED CONVERSATIONS AND MATERIALS

It is expected that from time to time Christ Church's Student Ministry will engage in discussions and lessons that may address issues related to purity, dating, sex, and human sexuality. These lessons will convey Christ Church's views on these topics to the students. Staff and volunteers agree not to endorse any views on these subjects that is out of accord with the Bible, as determined by the CCSA Session in consultation with our constitutional documents. This includes, but is not limited to any endorsement of sex outside of marriage, homosexual lust or sexual activity in any context, and pornography.

Staff members and volunteers are prohibited from engaging in any sexually explicit or suggestive conversations with students. Even appropriate instructive conversations on these subjects should be discreet and not salacious or inciting to lust. They are also not permitted to discuss any inappropriate or explicit information about their own personal relationships or sexual activities with any student. Staff members and volunteers are prohibited from possessing any sexually oriented printed or digital materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of students.

Any such action described above should be immediately reported to the Director of Youth Ministry, any pastor or elder.

PHYSICAL CONTACT

Christ Church is committed to protecting students in its care. To this end, Christ Church has implemented a 'physical contact policy which promotes a positive, nurturing environment for our Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in the student program:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.

2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Director of Youth Ministry, any pastor or elder.
3. Christ Church staff members and volunteers are prohibited from using physical discipline in any way. This prohibition includes slapping, pinching, hitting, exercise, or any other physical force as retaliation or correction or inappropriate behaviors by students.

INDIVIDUAL MEETINGS WITH STUDENTS

Christ Church recognizes that meeting the spiritual and emotional needs of students require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

1. Individual meetings should be conducted in a public place (restaurants, family home, school, church).
2. If a volunteer or staff member is in a student's home, he or she must remain in public areas of the home and all doors to rooms should remain open. Under no circumstances should a meeting occur in a home when no other family members are present.
3. Staff may, under the discretion of the Pastor, meet with a student of the opposite gender, provided that no time is spent in a car together and the meeting is conducted in a public place (restaurants, family home, school, church). Under no circumstances may a volunteer meet individually with a student of the opposite gender.
4. In general, volunteers should contact the parent(s) or guardian(s) of a student before commencing individual meetings.
5. Staff and Volunteers must immediately share all significant student concerns with the Senior Pastor, whether directly divulged by a student or rumored. Significant student concerns include drug or alcohol use, sexual activity, suicidal thoughts, self-harm, intent to harm others, and law breaking.

TRANSPORTATION

Please see the transportation policy.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to complete the Christ Church volunteer application and screening process.

SLEEPING ARRANGEMENTS

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff/volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. There must be at least 2 adult leaders present. The 2 adult leaders present must have previously completed Christ Church's application and screening process.
2. Leaders should use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
3. Appropriately modest sleeping attire must be worn.
4. In the event of a sleepover that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same sex as the students.
5. Whenever possible, at least one staff or volunteer will sleep in the same room as students or in an adjoining room with the door between the rooms kept open.
6. Under no circumstances shall 1 staff or 1 volunteer sleep alone with 1 student.

BABY-SITTING/HOUSE-SITTING

Christ Church SA does not provide Youth Leaders to house-sit or baby-sit for families. If a Youth Leader does house-sit or baby-sit for a family, he or she does so as an individual, not as a volunteer of the Youth Ministry.

SECTION 10 – TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when staff or volunteers are involved in the transportation of children:

DRIVERS

Any adult driving a child as a representative of Christ Church SA must:

1. Be at least 25 years of age.
 - Exceptions for drivers at least 21 years of age may be made for specific short-distance trips.
 - These exceptions must be approved by the Pastor and/or Elders
 - The driver must still conform to all the requirements listed below.
2. Complete the CCSA Volunteer Application and be approved.
3. Complete the CCSA Driver Application and Motor Vehicle Records background check and be approved.
4. Students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
5. Staff and volunteers must avoid physical contact with students while in vehicles.
6. Staff and volunteers may not be alone in a car with a student of the opposite gender.
7. Staff and volunteers should normally avoid transportation circumstances that leave only one student in a car when possible.
8. No cell phones may be utilized by the driver while driving CCSA vans, or vehicles owned, rented, or borrowed by CCSA, unless in an emergency.

VEHICLES

CCSA will at various times use personal, rented, or borrowed vehicles to transport children and/or youth to church-related activities. **It is preferred that Christ Church ministries avoid using 15 passenger vans for transportation.**

The Pastor and/or Elders should approve all official CCSA travel. And for all trips longer than 100 miles the following guidelines shall apply:

1. A release form must be signed by each child's parent or guardian and kept in the vehicle.
2. A Vehicle Safety Kit must be placed in the vehicle for the entirety of the trip.
3. A Vehicle Self-Inspection Checklist must be completed and put on file with the church office.

In event that CCSA borrows a car, the following guidelines shall apply:

1. The owner must provide a copy of their current liability insurance of at least \$100,000.
2. The owner must use the Vehicle Self-Inspection Checklist and provide any necessary maintenance at their own cost.
3. If the vehicle has a mechanical breakdown while being used, it is expected that CCSA will fix the vehicle in order to return it safely, but that cost should be reimbursed by the owner.
4. If the vehicle is in an accident or is otherwise damaged, it is expected that the owner's insurance would cover the cost of repair.
5. If damage results from the negligence of the CCSA representative, it is expected that CCSA will cover the cost of the insurance deductible to repair the vehicle.
6. It is expected that CCSA will return the vehicle to its owner in a clean and orderly manner.