

APPENDIX 5

Checklist for Responding to Incidents & Emergencies Involving Minors

This checklist outlines the procedures for staff, volunteers, and ministry leaders to follow when responding to incidents involving minors, including illness, injury, behavioral situations, misconduct, or abuse, as detailed in The Foursquare Church Child and Youth Protection Manual (Sections 1.5 and 2.1). The checklist ensures compliance with the manual's policies, legal requirements, and best practices for protecting minors and documenting incidents.

Instructions:

1. Use this checklist to guide immediate and follow-up actions for any incident involving a minor.
 2. Complete all applicable steps and document actions taken.
 3. Retain all related documentation (e.g., incident reports) in a secure, confidential location.
 4. Consult Foursquare's legal team at (213) 989-4210 for legal or reporting obligations guidance.
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Checklist for Responding to Incidents and Emergencies:

- **Ensure Safety**
 - Immediately ensure the minor is safe and removed from any ongoing harm (e.g., separate from an alleged abuser, remove from a hazardous area).
- **Assess the Incident Type**
 - Identify the nature of the incident:
 - Illness (e.g., fever, vomiting)
 - Injury (e.g., cuts, bruises)
 - Behavioral Situation (e.g., disruptive behavior, bullying)
 - Misconduct (e.g., policy violation by staff/volunteer/minor)
 - Suspected or Disclosed Abuse (e.g., physical, sexual, emotional, neglect)
 - **Complete the appropriate incident report form(s)**
 - Form to document misconduct or abuse (Appendix 1)
 - Form to document accident/injury/illness (Appendix 2)
- **Provide Immediate Care (if applicable)**
 - For illness or injury, provide first aid or medical care as needed by trained personnel.
 - Contact emergency services immediately if outside medical assistance is required (e.g., ambulance).
- **Notify Ministry Leader**
 - Inform the ministry leader or supervisor immediately, providing all relevant details.

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- If the ministry leader is implicated, contact their overseer and submit a misconduct report to Foursquare's hotline at 844-704-9401 or via Navex's secure online web form.
- **Notify Parents/Guardians (if applicable)**
 - Unless the parent/guardian is the alleged abuser, promptly notify parents/guardians of the incident.
 - If the parent/guardian is implicated, contact authorities and let them handle notifications.
- **Assess Mandatory Reporting Requirements**
 - Determine if the incident requires mandatory reporting to authorities (e.g., child protective services, law enforcement) per state law.
 - Consult Foursquare's legal team at (213) 989-4210 if unsure about reporting obligations.
 - Do not investigate allegations of abuse; report concerns to authorities as required.
- **Address Disciplinary or Behavioral Issues (if applicable)**
 - Use the Minor Progressive Discipline Form (Appendix 3) for a minor's misconduct or behavioral issues.
 - For staff/volunteer misconduct, address per Section 2.1.B (e.g., retraining, suspension, dismissal).
 - If sexualized behavior by minors is observed, follow Section 1.5.B guidelines (e.g., separate minors, notify ministry leader).
- **Dismiss Implicated Staff/Volunteers (if applicable)**
 - If a staff member or volunteer is implicated in abuse or severe misconduct, dismiss them immediately and document the dismissal.
 - They may not return until authorities or Foursquare's legal team provide clearance.
- **Cooperate with Authorities**
 - Provide all necessary documentation and support to law enforcement or child protective services during investigations.
- **Notify Foursquare's Insurance Department (if applicable)**
 - For incidents involving injury or property damage, contact Foursquare's insurance carrier at 833.813.5580 OR TNWCLAIMS@TNWINC.COM

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- **Implement Follow-Up Actions**
 - Develop safety or behavioral plans to prevent recurrence (e.g., additional supervision, facility changes).
 - As needed, provide pastoral care to affected minors, families, or staff/volunteers.
 - Review and update ministry policies if necessary to prevent future incidents.

- **Secure Documentation**
 - Ensure all incident reports and related records are stored in a confidential, secure location.
 - Limit access to those with a legitimate need to know.

Note: *Nothing in this checklist overrides legal obligations for mandatory reporting. Volunteers and staff must not investigate abuse allegations; leave investigations to authorities. Retain all documentation for 7 years in a secure, confidential location.*