



# Maywood Evangelical Free Church

# *CHILD PROTECTION POLICY*

\_\_\_\_\_  
Lead Pastor DATE

\_\_\_\_\_  
Early Childhood Coordinator DATE

\_\_\_\_\_  
Pastor of Student/Family Ministries DATE

\_\_\_\_\_  
Elder Chairman DATE

\_\_\_\_\_  
Elementary Coordinator DATE

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## 1 INTRODUCTION

### 1.1 Purpose & Scope

The purpose of this document is to define policies and procedures that ensure the protection of children who participate in any church sponsored activities such as Kid's Faith Factory, AWANA, Mom 2 Mom, summer church programs, music programs, student activities. This policy covers children from birth through the age of 17.

The expected audiences for this document are the following: Pastors, Children and Youth workers, teachers and caretakers of children, and child counselors.

### 1.2 Document Description

For the convenience of the audience, this document is divided by children's age groups. Some sections common to all ages have also been created. Forms and applications are provided in this document at the back in Appendix A.

### 1.3 Definitions

The following is a list of definitions that are primarily used in this document.

**Adult:** 18 years or older

**Elementary School:** Children in 1<sup>st</sup>-5<sup>th</sup> grade

**Emotional Abuse:** Verbal comments, actions or statements that would cause a child to believe their person, emotions, physical form, family, race, background, religious background, or social status is somehow bad, inferior, unacceptable or shameful.

**Ministry Director:** This term refers to the Pastor of Student/Family Ministries and/or the Children's Coordinators

**Nursery:** Children of under the age of 2 years.

**Policy Administrator:** Pastor of Student/Family Ministries

**Physical Abuse:** Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury or pain, by other than accidental means without just cause.

***Pre-school:*** Children that are 2 years old through kindergarten.

***Sexual Abuse:*** Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age.

***Students:*** Children that are in 6<sup>th</sup> grade through 12<sup>th</sup> grade.

#### **1.4 References**

Hammar, Richard R., Klipowicz, Steven W., Cobble, James F. "Reducing the Risk of Child Sexual Abuse in Your Church" Christian Ministry Resources 1993,  
ISBN 1-880562-07-03

Illinois State Social Security and Public Welfare Act 194.2 5/3

Illinois State Criminal Code of 1961

## **2 NURSERY (*Children under two years old*)**

### **2.1 Drop-off/Pick-up Procedure**

All programs for the nursery will provide a weekly sign-in sheet. Parents are required to complete the information requested.

Children are never to be dropped off at a classroom unless two adults are present.

Generally, supervision will be provided beginning 10 minutes before activity starting time.

- A. KidCheck - All parents will be required to set up a KidCheck Account. Each child must be checked in. KidCheck will print out a name tag for each child and a guardian receipt. The name tag will be placed onto the child's back and the guardian receipt will be taken by the parent. The guardian receipt must be presented to the nursery workers before the child may be released. If the guardian receipt is lost by the parent one form of ID needs to be provided and compared to the sign-in sheet by the nursery worker.
  
- B. Wellness Policy - Children should not be admitted into class with any of the following symptoms and/or illness: Fever within the last 24 hours, Runny Nose, Questionable Rashes, Coughing, Diarrhea, Impetigo, Active Chicken Pox, Measles/Mumps, Conjunctivitis (Pink Eye). Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

### **2.2 Architectural Precautions**

- A. Nursery changing table should be in full view
- B. Interior window shades must be in the open position at all times.
- C. Child containment - rooms for children under four shall use gates or Dutch doors to help keep children contained.
- D. The doors to the nurseries should remain locked from the inside to prevent anyone from entering unnoticed. Nursery workers are not to let unauthorized person's enter these doors unless there is an emergency.
- E. Electrical outlets must be covered.

### **2.3 Bathroom/Diaper Changing Policy**

- A. Age restriction - Due to architectural precautions and staffing requirements in the nursery, men and women may both change children's diapers.
  
- B. Gloves - Caution must be exercised when dealing with bodily fluids. Due to the increased risk of the spread of disease, bodily fluids must be promptly and safely disposed of and the area properly cleaned. Workers must wear latex gloves. Workers must adequately wash after contact with bodily fluid of any kind. This will be done routinely, even when no health risk is perceived. Disposable materials must be placed in a plastic bag provided. Soiled clothing will be returned to the parents in a plastic bag. If a child has been exposed to the bodily fluids of another child, the parents of that child will be notified.

### **2.4 Staffing Guidelines**

- A. We will try to maintain the adult/child ratio of one adult per 4-5 children. However, at all times there will be a minimum of two adults in a classroom.
  
- B. Gender mix is not applicable for this age.
  
- C. All volunteers working with children on a regular basis must have a current application on file and must have been screened per Maywood Child Protection Policy Section 11. Six months attendance at Maywood is a prerequisite to working with children (exceptions granted via Policy Administrator and pastor(s)). No young person under the age of 13 is permitted to work in the infant nursery. Also, no young person under the age of 13 is permitted to work in the toddler nursery without parental supervision. All youth working in the nursery will be encouraged to participate in a CPP class.
  
- D. An effort should be made to assure that all volunteers in one room are not from the same family.
  
- E. If a class is unexpectedly short-staffed, the following steps will be taken:
  - Combining of classes - The nursery and toddler class may be combined, if practical, to meet staffing requirements.
  - Utilization of prescreened Parent Helpers - If combining classes is not an appropriate option, a parent will be asked to stay to meet the staffing guidelines before additional children will be admitted to the classroom. The teacher will assume



supervisory responsibility and inform the parent of pertinent policies (example - diaper changing policy).

- F. All assigned nursery workers are expected to arrange for their own pre-approved substitute. A list of pre-approved adults or parents needs to be on file with the Ministry Director so that they may be called upon at late notice if a regular teacher/leader or volunteer can not attend.
- G. When occasions arise that the nursery is required for church sponsored events other than Sunday mornings (such as conferences, concerts, Praise and Progress meetings, etc.) the following standards must be met:
- The person in charge of childcare will have gone through the application/approval process, understand safety procedures and must be present at the childcare site.
  - Strict adherence to the 2-deep staffing policy is necessary. Both staff personnel must be 18 years or older.
  - High school and Junior High students are allowed to be helpers only, and are not considered as part of the 2 leaders required.
  - Any childcare activity must have a sign-in sheet for attendees.

## **2.5 Staff/Supervisor Communication during Services**

A small two-way radio is provided in the Nursery to contact additional assistance, when necessary.

## **2.6 Discipline**

The purpose, at this age, is to keep kids safe from other kids; at no time will any form of corporal punishment be used on a child.

## 2.7 Physical Contact

The following table should be used to help guide the childcare worker in determining what is considered appropriate physical contact with the child and what is considered inappropriate.

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
Physical contact of : <ul style="list-style-type: none"><li>• Non-demanding, gentle touch of shoulders, hands, arms, head, back;</li><li>• Sitting child in center of your lap;</li><li>• Sitting child on leg.</li></ul>	Physical contact of : <ul style="list-style-type: none"><li>• Kissing;</li><li>• Demanding hugs and kisses;</li><li>• Touching chest, genital region, upper legs, buttocks, waist, stomach;</li><li>• Sitting child between legs;</li><li>• Piggy back rides;</li></ul>
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.
	<ul style="list-style-type: none"><li>• An obvious exception is made for diaper changing/hygiene</li></ul>

### **3 KID'S FAITH FACTORY- PRESCHOOL (2 years old through Kindergarten)**

#### **3.1 Drop-off/Pick-up Procedure**

The intent of this procedure is to make sure that only authorized people pick-up the children when class is over. In addition, it is intended to provide some form of classroom entrance/exit control to keep children contained.

- A. KidCheck is used for sign-in: All parents are required to set up a KidCheck Account
- B. Each child must be checked into KidCheck before being dropped off at his/her classroom.
- C. KidCheck will print out a two part name tag for the child. The child's name tag is to be placed on his/her back. The other part is to be taken by the parent or guardian.
- D. The parent or guardian receives a guardian receipt with a matching code needed to claim their child. The guardian receipt must be presented to the pre-school workers before the child may be released. If the guardian receipt is lost by the parent or guardian then one form of ID needs to be provided and compared Kid Check records.
- E. Children are never to be dropped off at a classroom unless two adults are present.  
Generally, supervision will be provided beginning 10 minutes before activity starting time.
- F. Wellness Policy - Children should not be admitted into class with any of the following symptoms and/or illness: Fever within the last 24 hours, Runny Nose, Questionable Rashes, Coughing, Diarrhea, Impetigo, Active Chicken Pox, Measles/Mumps, Conjunctivitis (Pink Eye). Any child on antibiotics should have been on the drug for at least 24 hours before coming to a children's activity.

### **3.2 Architectural Precautions**

- A. All classrooms shall have doors to contain the children.
- B. Windows should be provided so parents, at anytime, can see all area's of the classroom.
- C. All electrical outlets must be covered.
- D. As a room size design goal, a space, less the tables, should be about 25sqft per child.

### **3.3 Bathroom Policy**

- A. An adult should never take a child to the bathroom alone.
- B. As a goal, children should be taken as a group to the bathroom, accompanied by two adult men for the boys, and two adult women for the girls. Assistance may be provided to the child as long as the previous guidelines are followed. Support staff can be used to achieve the two adult rule (e.g. one teacher and one support staff).
- C. If a shortage of people occurs, the Preschool or Elementary Coordinator should be available on the floor and can assist.
- D. In the event that a child soils him/ her self, follow the Bathroom/Diaper Changing Policy found in the Nursery section 2.3.
- E. Preschool children should not go to the bathroom unattended.

### **3.4 Staffing Guidelines**

- A. We will try to maintain the adult/child ratio of one adult per 6-8 children. However, at all times there will be a minimum of two adults in a classroom.
- B. For this age group at least one female childcare worker shall be assigned per classroom. It is a goal to have at least one male and female childcare worker per classroom. This gender mix guideline is intended for use during the staff planning stage at the beginning of the year, and does not need to be applied during temporary staff shortages.

- C. All adult volunteers working with children on a regular basis must have a current application on file and have been screened per Maywood Child Protection Policy section 11. Six months attendance at Maywood is a prerequisite to working with children (exceptions granted via Policy Administrator and pastor(s)).
- D. All volunteers in one room should not be from the same family. Families may work together when other workers are present.
- E. If a class is unexpectedly short-staffed, the following steps will be taken:
  - Combining of classes - Any preschool age group can be combined, if practical, to meet staffing requirements.
  - Utilization of prescreened Parent Helpers - If combining classes is not an appropriate option, a parent will be asked to stay to meet the staffing guidelines before additional children will be admitted to the classroom. The teacher will assume supervisory responsibility and inform the parent of pertinent policies (example - diaper changing policy).
  - Cancellation of Class- Programs without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review by the Church leadership and may be cancelled.

### **3.5 Staff/Supervisor Communication during Kid's Faith Factory**

The Early Childhood Coordinator will visit the pre-school classrooms once at the start of class to check for staffing shortages and address any problems the staff may have. He/She will be available in the Faith Factory Welcome Center area should any need arise during the class time.

If for any reason, the Early Child Coordinator is unavailable during Faith Factory, the Support Staff volunteers may be used to assist. However, the Early Child Coordinator should be contacted via radio or cell phone for all pre-school emergencies during Kid's Faith Factory.

### **3.6 Discipline**

In order for a teacher to be effective in the classroom, and in order for real learning to take place, there must be a degree of order. These guidelines are provided to assist teachers in providing an atmosphere where learning is encouraged.

- A. Prayer is an active ingredient in the life of a teacher of spiritual truth, praying first in confession of one's own sinfulness then seeking wisdom and insight to teach in a skillful manner. Frequent prayer for each student prepares the teacher's heart to minister to each child, but also forges a partnership with the Holy Spirit to teach each child in a meaningful way.
- B. An effective teacher will demonstrate love for each child valuing him/her as a person created in the image of God.
- C. Many discipline problems can be prevented by careful, thorough preparation by the teachers. The lesson and activities need to be well prepared, organized and presented, taking into account the age of the students and their unique needs.
- D. The teacher must assume leadership of the class. The behavioral expectations need to be clearly understood by the students.
- E. The teacher will affirm good behavior and correct inappropriate behavior.
- F. The teacher will never use corporal punishment, ridicule, sarcasm or empty threats.
- G. Disruptions should be dealt with early by giving the child a warning. No more than two warnings are given without including appropriate consequences. Examples of consequences could incorporate such actions as:
  - Change seating arrangements of children who stimulated each other to misbehavior.
  - separate a disruptive child from the rest of the class to a "quiet chair" for a few minutes
  - talk privately with the child about his/her conduct
- H. Try to identify the cause of the misbehavior. Often a child will be seeking attention or testing the boundaries of behavior which will be permitted. Sometimes the behavior will be a reflection of some added stress in his/her life. Understanding the cause of wrong behavior does not excuse it, but it does help work towards solving the root problems.

Solicit assistance from the child's parents. An approach that is not too threatening to either the teacher or the parents is to ask advice. "I have been having some problems with your child's behavior in class. What are some of the things that work well for you that I could use?" This alerts the parents to a problem and seeks their cooperation.

- I. If a pattern of disruptive behavior continues, the teacher should seek the involvement of the Ministry Director and/or the Early Childhood Coordinator. Removing the child from the classroom to the care of one of these individuals gives the child another opportunity to understand the importance of appropriate behavior.
- J. Since the child's behavior is ultimately the responsibility of the parents, a child who persistently refuses to cooperate will be escorted to his/her parents. However, this must not be the first indication of the problem to the parents.

### 3.7 Physical Contact

The following table should be used to help guide the childcare worker in determining what is appropriate physical contact with the child and what is inappropriate.

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
Physical contact of : <ul style="list-style-type: none"><li>• Non-demanding, gentle touch of shoulders, hands, arms, head, back;</li><li>• Sitting child on leg.</li></ul>	Physical contact of : <ul style="list-style-type: none"><li>• Kissing;</li><li>• Demanding hugs and kisses;</li><li>• Touching chest, genital region, upper legs, buttocks, waist, stomach;</li><li>• Sitting child in center of your lap;</li><li>• Sitting child between legs;</li><li>• Opposite sex piggy back rides;</li><li>• Seductiveness or suggestive contact.</li></ul>
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.



#### **4 ELEMENTARY SCHOOL (*1<sup>st</sup> grade through 5<sup>th</sup> grade*)**

##### **4.1 Drop-off/Pick-up Procedure**

- A. KidCheck is used for sign-in: All parents are required to set up a KidCheck Account
  - B. Each child must be checked into KidCheck before being dropped off at his/her classroom.
  - C. KidCheck will print out a two part name tag for the child. The child's name tag is to be placed on his/her back. The other part is to be taken by the parent or guardian.
  - D. The parent or guardian receives a guardian receipt with a matching code needed to claim their child. The guardian receipt must be presented to the elementary workers before the child may be released. If the guardian receipt is lost by the parent or guardian then one form of ID needs to be provided and compared Kid Check records.
  - E. Children are never to be dropped off at a classroom unless two adults are present, or at least one adult and a youth worker. Generally, supervision will be provided beginning 15 minutes before activity starting time.

The intent of this procedure is to make sure that only authorized people pick-up the children when class is over. In addition, it is intended to provide some form of classroom entrance/exit control to keep children contained. All 1<sup>st</sup>- 5<sup>th</sup> graders must be picked up by a parent or guardian. Older siblings may pick up students if approval is given by the parent or guardian, and they have the student's guardian receipt.

##### **4.2 Architectural Precautions**

Students and leader/teachers should always gather and hold activities in a room that has visual access from the hall.

#### **4.3 Bathroom Policy**

The 1<sup>st</sup> – 5<sup>th</sup> grade elementary teachers may allow students to go to the restroom two at a time; however, the support staff volunteer will limit occupancy to one student at a time. We strongly encourage students and their parents to visit the restroom prior to each class/event.

#### **4.4 Staffing Guidelines**

Only screened adults shall be allowed to teach and/or assist elementary students (see staff screening policy for specific information/criteria). Adult/child ratio should not exceed 12:1. Six months attendance at Maywood is a prerequisite to working with children (exceptions granted via Policy Administrator and pastor(s)).

#### **4.5 Staff/Supervisor communication During Kid's Faith Factory**

The Elementary Coordinator shall make contact with each Kid's Faith Factory class during the service hours to assist with special needs. If any further assistance is needed, a member of the Safety Team may assist, especially in the event of a medical emergency.

#### **4.6 Discipline**

In order for a teacher to be effective in the classroom, and in order for real learning to take place, there must be a degree of order. These guidelines are provided to assist teachers in providing an atmosphere where learning is encouraged.

- A. Prayer is an active ingredient in the life of a teacher of spiritual truth, praying first in confession of ones own sinfulness: then seeking wisdom and insight to teach in a skillful manner. Frequent prayer for each student prepares the teacher's heart to minister to each child, but also forges a partnership with the Holy Spirit to teach each child in a meaningful way.
- B. An effective teacher will demonstrate love for each child valuing him/her as a person created in the image of God.
- C. Many discipline problems can be prevented by careful, thorough preparation by the teachers. The lesson and activities need to be well prepared, organized and presented, taking into account the age of the students and their unique needs.
- D. The teacher must assume leadership of the class. The behavioral expectations need to be clearly understood by the students.

- E. The teacher will affirm good behavior and correct inappropriate behavior.
- F. The teacher will never use corporal punishment, ridicule, sarcasm or empty threats.
- G. Disruptions should be dealt with early by giving the child a warning. No more than two warnings are given without including appropriate consequences. Examples of consequences could incorporate such actions as:
- Change seating arrangements of children who stimulated each other to misbehavior.
  - separate a disruptive child from the rest of the class to a "quiet chair" for a few minutes
  - talk privately with the child about his/her conduct
- H. Try to identify the cause of the misbehavior. Often a child will be seeking attention or testing the boundaries of behavior which will be permitted. Sometimes the behavior will be a reflection of some added stress in his/her life. Understanding the cause of wrong behavior does not excuse it, but it does help work towards solving the root problems. Solicit assistance from the child's parents. An approach that is not too threatening to either the teacher or the parents is to ask advice. "I have been having some problems with your child's behavior in class. What are some of the things that work well for you that I could use?" This alerts the parents to a problem and seeks their cooperation.
- I. If a pattern of disruptive behavior continues, the teacher should seek the involvement of the Ministry Director and/or Elementary Coordinator. Removing the child from the classroom to the care of one of these individuals gives the child another opportunity to understand the importance of appropriate behavior.
- J. Since the child's behavior is ultimately the responsibility of the parents, a child who persistently refuses to cooperate will be escorted to his/her parents. However, this must not be the first indication of the problem to the parents.

**4.7 Physical Contact**

The following table should be used to help guide the childcare worker in determining what is considered appropriate physical contact with the child and what is considered inappropriate.

<b>APPROPRIATE</b>	<b>INAPPROPRIATE</b>
Physical contact of : <ul style="list-style-type: none"><li>• Non-demanding, gentle touch of shoulders, hands, arms, head, back;</li></ul>	Physical contact of : <ul style="list-style-type: none"><li>• Kissing;</li><li>• Demanding hugs and kisses;</li><li>• Touching chest, genital region, upper legs, buttocks, waist, stomach;</li><li>• Sitting child in center of your lap;</li><li>• Sitting child between legs;</li><li>• Opposite sex piggy back rides;</li><li>• Seductiveness or suggestive contact.</li></ul>
Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.

#### **4.8 Special Events/Overnight Policies**

This is only applicable for 3rd grade students and older.

##### **A. Special Events**

The staff member in charge will ensure appropriate adult/youth ratios. All events and outings will require a minimum of two approved adult leaders. Staffing guidelines must be followed.

Medical forms for each youth need to be on file in the youth office. They need to be updated each August (see Appendix A).

Proper written consent and medical release forms are required for each youth participating in the special event.

Small group activities of the same gender require only one approved teacher/leader of the same gender as long as parental consent is given. Teacher/leader needs to have copies of medical forms.

Student couples of the opposite sex are never allowed to separate from the larger group.

Good discretion must be used by teacher/leaders when allowing youth to be separated from teacher/leader. (Middle School youth and younger must always be with teacher/leader including Great America and Malls).

##### **A. Overnight Events**

All overnight activities should be pre-approved by the Ministry Director.

All overnight activities must have a ratio of one leader for every ten youths.

All of the supervising adults should be approved volunteers.

Permission slips must be obtained from all the student's parents. Information regarding emergencies must be obtained from the parent(s), including; numbers and locations where parents can be reached (see Appendix A).

As long as any youth are expected to be awake, one of the leaders must also be awake to ensure monitoring of safe behavior.

Appropriately modest sleeping attire must be worn.

In the event of a cross-gender sleepover, boys and girls must sleep in separate rooms properly supervised with same gender leaders.

Girls are not allowed in boys' rooms or tents, and boys are not allowed in girls' rooms or tents when teacher/leader is not present.

If overnight is in a home or motel, a general discussion should be held between the leader and the parents to discuss areas of potential risks, and steps should be taken to safeguard the minors from inappropriate material. Some topics to be aware of and to discuss include: internet access and use, especially regarding pornography; possible pornographic videos in the home; possible pornographic television stations; and other items/devices which could be harmful to a student (e.g. fireworks, alcohol, guns, etc.) Leaders should use good judgment regarding PG movies. No PG-13 or R rated movies should be shown, and no teen- or mature-rated video games should be allowed.

## **5 STUDENTS (6<sup>th</sup> grade through 12<sup>th</sup> grade)**

### **5.1 Drop-off/Pick-up Procedure**

- A. Teacher/leaders should be at the scheduled activity before it begins to supervise and welcome the early arrivals.
- B. At least two teacher/leaders should remain at the place of activity until all students have departed.

### **5.2 Architectural Precautions**

Student and teacher/leaders should always gather and hold activities in a room that has visual access from the hall (e.g. a window in the door).

### **5.3 Staffing Guidelines**

- A. All volunteers working with students on a regular basis will need the approval of the ministry leader. Approved workers will have completed a screening process which includes regular attendance at Maywood EFC for at least 6 months (exceptions granted via Policy Administrator and pastor(s)) and completing the appropriate application form.
- B. All student activities require a minimum of two approved adult leaders. These adults should not be related family members. The ratio for staffing student activities is as follows: Middle School - one adult per 10 students; High School – one adult per 15 students (exceptions: Sunday Life Groups, and large group events held in public places such as roller-skating).
- C. When Student activities involves boys and girls, there must be adults of each gender.
- D. A list of pre-approved adults or parents needs to be on file with the Pastor of Student and Family Ministries so that they may be called upon at late notice if a regular teacher/leader or volunteer can not attend.
- E. First aid kits are located in the hallway by the stairwell near the old kitchen, at the Kid's Faith Factory Welcome Center, GYM closet door, in the Church office, and behind the Usher counter in the AGP. An automated external defibrillator (AED) is located in the hallway by the old kitchen between the bathrooms, which are closest to the GYM. There is also an AED behind the usher counter in the AGP. It is recommended that, at each activity, at least one leader have current CPR/AED certification through the American Heart Association or American Red Cross which includes infant, child, and adult CPR and AED training.

#### **5.4 Discipline**

All interaction regarding discipline needs to carefully consider a student's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words.

- A. At no time will any form of corporal punishment be used on a student.
- B. Teacher/leaders need to share pertinent information with the appropriate staff person regarding an individual in the student activity. In turn, the Pastors will share pertinent information with the teacher/leaders about an individual student. These matters will be considered confidential.
- C. In the event that disciplinary action is needed, the parent will be called to discuss any action that may need to be taken. Any transportation cost incurred due to early departure of an activity also will be discussed with the parent, and is the responsibility of the parent.
- D. If a student must be physically restrained to prevent injury to himself/herself or others, another adult must be summoned as soon as feasible. The student should be separated from the other students until he or she is calmed, or released to the custody of a parent or guardian.

#### **5.5 Physical Contact**

Touch is an essential responsibility in nurturing lives. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

Appropriate

- A. Casual touch: gentle contact during activities may be on a youth's head, shoulders, arms, hands, and back.
- B. Hugs: one-arm side hugs or hand-to-arm hugs are positive contacts.

Inappropriate

- A. Physical contact of:
  - kissing
  - full contact, body to body hugs
  - touching chest, genital region, upper legs, buttocks, waist, stomach
  - sitting youth on your lap
  - opposite sex piggy back rides
  - seductiveness or suggestive contact
  - backrubs (anyone working with youth is to refrain from giving or receiving backrubs)
- B. Physical contact of any kind which is done for the pleasure or satisfaction of care providers.



- C. Any touching used to express power or control over a child.
- D. Seductive or sexual verbal innuendo

## **5.6 Special Events/Overnight Policies**

### **A. Special Events**

The staff member in charge will ensure appropriate adult/student ratios. All events and outings will require a minimum of two approved adult leaders. Staffing guidelines must be followed.

Medical forms for each student need to be on file in the youth office. They need to be updated each August (see Appendix A).

Proper written consent and medical release forms are required for each youth participating in the special event.

Small group activities of the same gender require only one approved teacher/leader of the same gender as long as parental consent is given. Teacher/leader needs to have copies of medical forms.

Student couples of the opposite sex are never allowed to separate from the larger group.

Good discretion must be used by teacher/leaders when allowing students to be separated from teacher/leader. (Middle School students and younger must always be with teacher/leader including Great America and Malls).

### **B. Overnight Events**

All overnight activities should be pre-approved by the Ministry Director.

All overnight activities must have a ratio of one leader for every ten students.

All of the supervising adults should be approved volunteers.

Permission slips must be obtained from all the student's parents. Information regarding emergencies must be obtained from the parent(s), including numbers and locations where parents can be reached (see Appendix A).

Unexpected visitors must provide a minimum of an emergency name and contact number. This number must be verified and confirmed in order for them to participate.

As long as any students are expected to be awake, one of the leaders must also be awake to ensure monitoring of safe behavior.

Appropriately modest sleeping attire must be worn.

In the event of a cross-gender sleepover, boys and girls must sleep in separate rooms properly supervised with same gender leaders.

Girls are not allowed in boys' rooms or tents, and boys are not allowed in girls' rooms or tents when teacher/leader is not present.

If overnight is in a home or motel, a general discussion should be held between the leader and the parents to discuss areas of potential risks and steps taken to safeguard the minors from inappropriate material. Some topics to be aware of and to discuss include: internet access and use, especially regarding pornography, possible pornographic videos in the home, possible pornographic television stations, and other items/devices which could be harmful to a student (e.g. fireworks, alcohol, guns, etc.) Leaders should use good judgment regarding PG or PG-13 movies. No R rated movies.

## **5.7 Special Concerns**

- A. **Driving:** When a staff member (volunteer or paid) is driving youth home, they should never be alone with a youth of the opposite sex unless expressed permission is given by parent and parent knows what time to expect youth home. Additionally, the driver must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seat belts. A youth should not be driving other youths during a student ministries activity.
- B. **Appointments:** One-on-one lunch appointments with a student should be of the same gender (guy with guy or girl with girl). If the appointment with youth is not of the same gender, one other person must be present. Separate transportation should be used for this appointment unless prior verbal permission is obtained from the parent. All meetings should be in public places.
- C. **Dating:** At no time shall anyone working with students pursue a dating relationship with a student. Staff should always be sensitive to students with "crushes."
- D. **Open Door Policy:** At no time should anyone working with students have a one-on-one meeting behind closed doors. For your protection, keep the door at least partially open.

- E. Church Vehicles: After dark, boys and girls need to be separated OR, if they are allowed to sit together, the interior lights need to be turned on. On trips through the night, boys and girls should not be allowed to sit next to each other.

## **6 IN CASE OF FIRE**

- A. Line up children by door and take a head count.
- B. Close windows and doors as you leave and take your class attendance or sign-in sheet with you.
- C. Know your exit route and quietly and calmly lead children out by proper exit.
- D. Proceed to a grassy area away from the building.
- E. Once you have gotten clear of the building, take a head count and attendance.
- F. Return to building only after "All Clear" has been sounded.
- G. Please do not dismiss any students from outside.
- H. For the safety of the children, parents may NOT get their child/children before the class has left the building. Parents must show the claim tag to claim their child.

## **7 IN CASE OF TORNADO**

- A. Follow our Tornado Safety Readiness Plan: **S.P.O.T.**
  - Siren – we will respond to the tornado siren.
  - Parents – parents may go to their children, but for their safety and the safety of others, please do not remove the children from the building until the “all clear” is given.
  - Old Gym - everyone is urged to proceed to the gym and sit close to the North and West walls. The safest zone is the gym.
  - Teachers – teachers are to take their classes to the hallways and bathrooms. Please close all doors.

## **8 IN CASE OF EMERGENCY**

- A. Contact someone on the church Security Team using classroom radio.
- B. Keep calm and keep children and the injured as calm as possible
- C. DON'T MOVE THE INJURED CHILD
- D. Speak calmly, reassuring the child
- E. Send a fellow teacher for help. NEVER LEAVE THE INJURED CHILD.
- F. The person in charge will call 911 after assessing the situation and give the information and directions as needed.

- G. As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- H. The person in charge will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- I. Leaders will refer to the child's parents for details on hospital and doctor preference.
- J. In case the child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- K. As soon as possible, the teacher needs to return to his/her class to see that the other children remain calm and reassured.
- L. An incident/accident form (see Appendix A) should be written as soon as possible with the specifics of medical personnel recommendations and name of hospital transported to.

## **9 REPORTING AND RESPONDING TO SUSPECTED CHILD ABUSE OR NEGLECT**

### **1. Report form**

Use the Suspicion of Child Abuse Report Form (see Appendix A). These forms may be obtained through the Pastor of Student and Family Ministries or Children's Coordinator. Fill out the form with the pastor of your ministry.

### **2. Report the incident to the Policy Administrator**

All volunteer or paid leaders of Maywood Evangelical Free Church who become aware of an abuse allegation shall **immediately** report said allegation, both verbally and in writing, to the Policy Administrator, the pastor in charge of the associated ministry, and an elder. It is not the responsibility of the reporting person or the leadership to substantiate any allegations or suspicions.

The Policy Administrator will speak directly with the person making the complaint (and his/her family, when appropriate). Investigations of suspected sexual abuse or serious physical abuse necessitate that interviews be conducted by a trained forensic interviewer. This is facilitated by authorities and by the Winnebago County Children's Advocacy Center. **Reference flow chart on page 30.**

The following is a quote from the Illinois Compiled Statutes:

"Any child care worker having reasonable cause to believe a child known to them in their professional or official capacity may be abused or neglected shall immediately report or

cause a report to be made to the Illinois Department of Children and Family Services.” (1-800-252-2873) Illinois Compiled Statutes.

**3. Responding to the child**

If a child comes to you with a problem or allegation, be sure to take his/her word seriously. Stay calm and listen. Keep questions to a minimum. Leave the gathering of details and facts to the professionals. Be positive with the child and reinforce to them that they did the right thing in telling you about the problem. Do not promise the child you will not tell anyone. Tell them that you and select others will help them.

**4. Responding to the Alleged Abuser**

In the event any child/adult is accused of or is suspected of abuse or neglect, said child/adult will be removed from active service. As well, any member of his or her immediate family may be removed from active service. A minimal explanation is all that is necessary initially. It will be the leadership’s decision as to when the individual and/or family will be allowed to resume active service.

**5. Disclosure to Area workers (persons who may know a victim or accused perpetrator) or the Congregation.**

The pastors are responsible to inform and support employees, volunteers, or facilitators in the case of abuse or neglect of a child in a ministry. Pastors are to:

- A. Speak truthfully and with all possible candor and sensitivity;
- B. Protect the rights and feelings of victims and accused perpetrators;
- C. Encourage any questions to attempt to dispel false rumors.

If it is determined that disclosure of the situation to the congregation is advisable, said disclosure will be done through the Policy Administrator, working with other staff members and the Elders. Recognizing the deep hurt that will be caused to the congregation in such an event, the church leadership will set aside special meetings to discuss what is known and how to convey the information to children not directly affected, but nevertheless involved because of feelings of hurt, betrayal, anger or denial. The church will inform the congregation of counseling services and other resources to which members can turn.

6. Responding to the Media

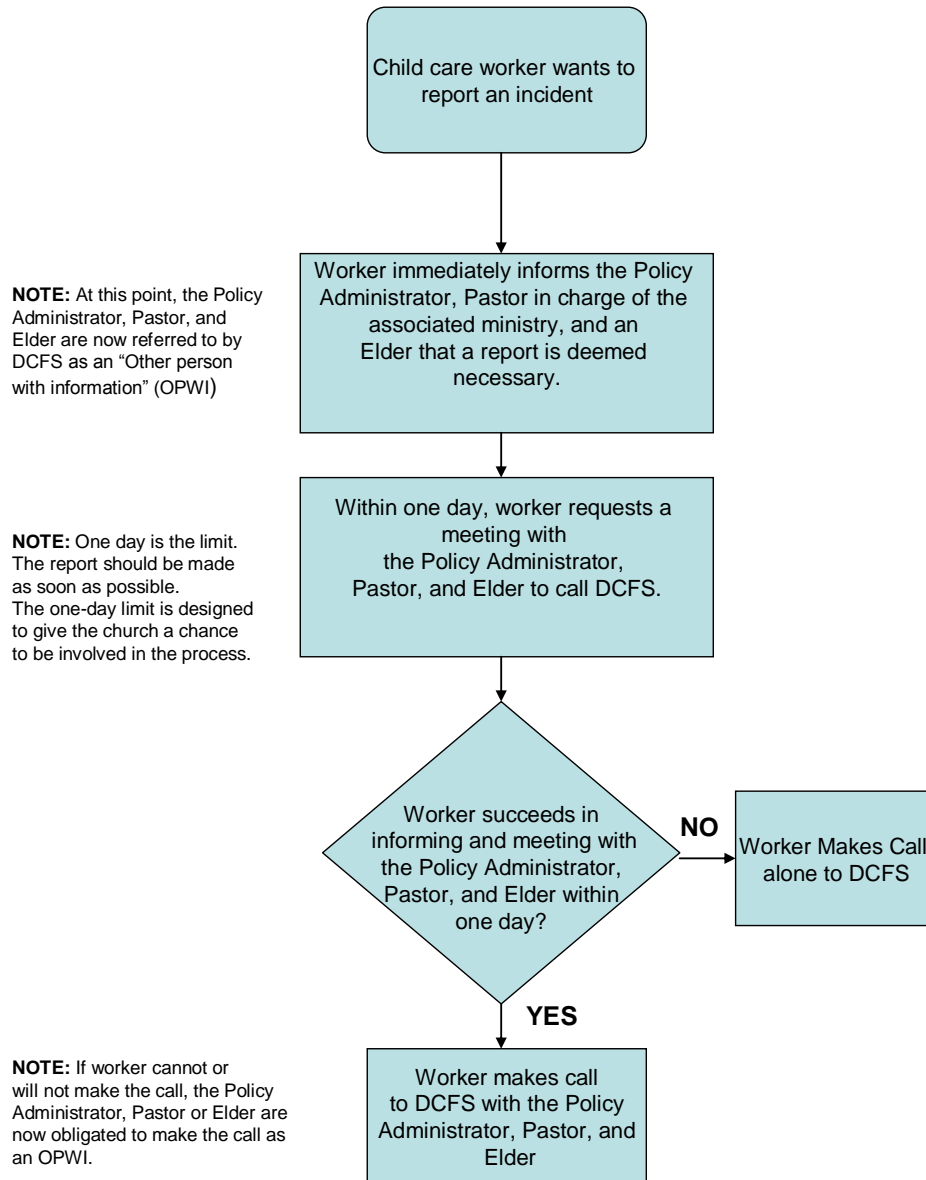
One individual, designated by the Elder Council, as church spokesman should be the only person speaking to the media about the allegation. No statements should be made without prior advice from Church legal counsel.

Above all, the leadership will under gird the entire incident in prayer, trusting that God in His sovereignty will care for the victims, the congregation, the media, and the community at large.

*The flow chart on the following page represents the Child Abuse Reporting Procedure.*

## 10 CHILD ABUSE REPORTING PROCEDURE

### Child Abuse Reporting Procedure



*Note: Discussing a situation with the church leadership does not relieve the reporting party of his or her obligation to report suspected neglect or abuse to the DCFS hotline. Our priorities are to protect the children and all parties involved.*



## **11 ACCIDENT OR INCIDENT REPORTING**

- A. Immediately report all accidents that have physically injured someone or damaged property to the Pastor of Student and Family Ministries or Children's Coordinators.
- B. Fill out accident report found in Appendix A.
- C. The next course of action is the responsibility of the Pastor of Student and Family Ministry.

## **12 CHILD CARE WORKER SCREENING**

All adult persons, who by virtue of their employment, ministry or facilitation (e.g. Paid Staff, Volunteers) are involved in activities of the Maywood Evangelical Free Church, must be screened.

The screening procedure consists of the following components:

- A. Candidate attends a Child Protection Policy Training class
- B. Candidate completes standard application form #16 and signs covenant for children and student ministries volunteers form #9.
- C. Child Protection Policy Administrator reviews application
- D. Child Protection Policy Administrator confirms references as needed
- E. Criminal Background check is performed on candidate (name, SS#, date of birth required)

All information received and gathered in this process shall be disclosed only to those who have a genuine need to know in order to carry out their responsibilities for Maywood Evangelical Free Church, or as required by law. At least two persons will review all submitted applications.

An individual's screening is only valid for a duration of 5 years. After five years, all CPP approved individuals will be required to repeat the screening process, including the criminal background check. If an individual stops attending MEFC for over a year, they must also repeat the screening process before serving in our children's and student ministries.

## **13 EDUCATION PLAN**

- A. This policy shall be reviewed and approved by Pastors, Staff and Church leaders before it is implemented. All updates to the policy shall also be reviewed and approved.
- B. As part of their orientation training all new Pastors, Staff, Church leaders, and people that work with children, shall receive Child Protection Policy training.

- C. All teacher/leaders currently working with children shall receive Child Protection Policy training.
- D. The congregation as a whole should be notified about the policy in advance of its implementation so as not to cause suspicions or fear that a current danger exists for our children.

#### **14 APPENDIX A FORMS**

- 1. Suspicion of Child Abuse Report Form
- 2. Incident/Accident Report Form
- 3. Infant Instructions/Care Log
- 4. Toddler Instructions/Care Log
- 5. Special Events 0-3yrs. Nursery Sign-In Form
- 6. Medical Release Form
- 7. Parent/Medical Release/Missions Trip Form
- 8. Activity/Event Permission Form
- 9. Covenant for Children and Student Ministry Volunteers
- 10. Volunteer Profile Application Form
- 11. Referral Form
- 12. Reference Information Form

# **Maywood Evangelical Free Church**

## **Suspicion of Child Abuse Report Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Originator: \_\_\_\_\_

1. Nature of suspected abuse (please be as specific as possible):

2. How information became known to reporting party:

3. Guardian/Parent who brought child:

4. Other unusual behaviors or significant information:

5. Name of Ministry Director to whom the report was made:

# **Maywood Evangelical Free Church Incident/Accident Report Form**

Date of Accident: \_\_\_\_\_

Name of injured person:  
\_\_\_\_\_

Parent's  
Names: \_\_\_\_\_

Were parents contacted? \_\_\_\_\_ Physician  
contacted? \_\_\_\_\_

Location/Room #: \_\_\_\_\_ Teacher: \_\_\_\_\_

Description of incident/accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of injury in detail:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment given, if any:  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Person completing report:  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Parent/Guardian Name & Initials:  
\_\_\_\_\_



## Infant Instructions / Care Log

Child's Name: \_\_\_\_\_ Child's Arrival Time \_\_\_\_\_

Parents/Guardian Name \_\_\_\_\_

Parental Location \_\_\_\_\_ 9:00a.m. \_\_\_\_\_ 10:45a.m

Special Instructions for this week \_\_\_\_\_

### Nursery Staff Care

#### **Diaper Changed**

Wet

Soiled

Time: \_\_\_\_\_

#### **Snack Time**

\_\_\_\_\_ **9:00**

\_\_\_\_\_ **10:45**



## **Toddlers Instructions / Care Log**

Child's Name: \_\_\_\_\_ Child's Arrival Time: \_\_\_\_\_

Parents/Guardian Name: \_\_\_\_\_

Parental Location \_\_\_\_\_ 9:00a.m. \_\_\_\_\_ 10:45a.m

Special Instructions for this week \_\_\_\_\_

### **Nursery Staff Care**

#### **Diaper Changed**

Wet

Soiled

Time: \_\_\_\_\_

#### **Snack Time**

\_\_\_\_\_ **9:00**

\_\_\_\_\_ **10:45**

# Special Events 0-3yrs. Nursery Sign-In

**Date:**

<b>Child's name</b>	<b>Emergency Contact Number</b>	<b>Instructions/Location of parents</b>

Maywood Evangelical Free Church

***Medical Release Form***

Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Numbers

Mother's Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Father's Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Physician: \_\_\_\_\_ Dentist: \_\_\_\_\_

In Case of Emergency, when parents are not available, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Insurance Information (medical):

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_

The undersigned \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_

*(circle one)*

Medical Information

Physical disabilities or limitations: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Although it is our sincere desire to provide a safe environment for our children, we also recognize that accidents can, and sometimes do, happen. If such a situation should occur, our first response will be to contact you, the parent, unless it is a life-threatening injury where it would be wise to seek immediate medical attention. The purpose of this form is to allow us to obtain first aid care for your child if we are unable to contact you.

Since trips/activities are arranged for the benefit of those participating, it is understood that Maywood Evangelical Free Church and its employees and adult supervisors will exercise caution, good judgment, and care but cannot be responsible in case of accident, injury, and loss or damage of property in connection with any trip/activity, and the undersigned will save them harmless from all such claims.

The undersigned further agrees to admonish the child participating in the program to exercise care, to be well-behaved and in all things obedient to and under the direction and control of those adults in charge.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



Maywood Evangelical Free Church

**Parent/Medical Release/Missions Trip** RETURN TO GROUP LEADER

(for all participants under the age of 18)

**For Completion by Parent or Guardian**

Student Name: \_\_\_\_\_ Church/Organization: \_\_\_\_\_  
Group Leader: \_\_\_\_\_ Project Destination & Date: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Insurance Information**

Company \_\_\_\_\_ Policy type: \_\_\_\_\_ Policy #: \_\_\_\_\_

Project participants (other than U.S.) must have insurance coverage outside the U.S. Please notify your group leader if a temporary policy is required.

**Medical Information**

Will the student be bringing any prescription medication on the project? \_\_\_\_\_ What kind? \_\_\_\_\_  
For what condition? \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_ List any physical disabilities or limitations: \_\_\_\_\_  
\_\_\_\_\_

List any known allergies and reactions: \_\_\_\_\_

List any major illnesses in the past year: \_\_\_\_\_

**Parent Release** (To be signed by parent(s)/guardian in the presence of a notary public)

I/We the undersigned, give permission for \_\_\_\_\_ to travel to  
on the dates of \_\_\_\_\_ through \_\_\_\_\_ under the supervision of:  
\_\_\_\_\_ (adult leader). In an emergency which requires medical attention, I/we give  
permission to Maywood Evangelical Free Church, its representatives and all attending health care professionals  
(defined as including, but not limited to registered nurses, licensed practicing nurses, physicians' assistants, doctors  
and paramedics) to hospitalize, anesthetize, or perform surgery on the child named above. I/We understand that  
efforts will be made to contact me/us before these actions are taken.

I/We \_\_\_\_\_, the undersigned, do release, acquit, discharge and covenant to  
hold harmless Maywood Evangelical Free Church, and its representative, from all actions, damages or liabilities arising  
out of the treatment of any sickness or accident incurred by my/our child's participation on the trip. It is the intention  
of this release that the above Maywood Evangelical Free Church and its representatives incur no liability whatsoever  
while attempting to meet all medical needs that my/our child may require during the project.

Mother's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Father's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Maywood Evangelical Free Church  
**Activity/Event Permission Form**

The undersigned, \_\_\_\_\_, parent or legal guardian of  
\_\_\_\_\_, does hereby grant permission for said child to participate in  
an activity/event/trip to \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_.  
(Place) (Day) (Date)

I understand that sufficient adult supervision will be provided, and I acknowledge that I  
have submitted a Medical Release Form, providing information to be used in the event  
any medical decisions need to be made.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent or Legal Guardian

## COVENANT FOR CHILDREN AND STUDENT MINISTRY VOLUNTEERS

We ask that you read the following information and reflect on the role you are ready to fill. We provide this covenant so that you can show your commitment to Christ and His body at Maywood Evangelical Free Church.

Have you carefully read the Maywood Evangelical Free Church's Protection Policy and agree to abide by it?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

I am taking on a role of leadership in Children's or Student Ministries. I am committed to recognizing that each child is a unique and wonderful gift from God. I will do my best to make Maywood EFC a place where students grow in their Bible knowledge, their relationships to their friends, their relationships to their leaders, and most of all, their relationship to Jesus Christ. I will be a role model to them, committing myself to uphold godly conduct, as I strive to impact student's lives for Christ.

I recognize the responsibilities and level of commitment required by the ministry staff I intend to serve under. I am ready to give said ministries the time they deserve – including meetings, preparation, teaching time, special events, and follow-up to situations that may require it. I am excited about sharing my faith with the students I minister to when given opportunity. If, at any time, I need to step out of a Children's or Student ministries role that I have committed to, I will discuss it with the Ministry Director and make the transition as smooth as possible for all involved.

Desiring to have a part in the ministry of this local church and believing that God would be pleased by my service, I request the approval of the Leadership for participation in service. I also agree to fulfill all of the commitments listed in my job description to the best of my ability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature of Volunteer

**MAYWOOD EVANGELICAL FREE CHURCH**  
Volunteer Profile  
for Children/Student Ministries

The information contained in this application will be disclosed only to those who have a genuine need to know in order to carry out their responsibilities for/in Maywood Evangelical Free Church, or as required by law.

PLEASE PRINT OR TYPE:

**PERSONAL**

Date Application Completed: \_\_\_\_\_

Area of Ministry Applying for: \_\_\_\_\_

Name:

Last	First	Middle Initial	Maiden Name
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Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone (Optional): \_\_\_\_\_

Fax No. (Optional): \_\_\_\_\_ Occupation: \_\_\_\_\_

Best Time to Call:      Morning \_\_\_\_\_      Afternoon \_\_\_\_\_      Evening \_\_\_\_\_

**Date of Birth: MO/DY/YR** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Social Security Number:** \_\_\_\_-\_\_\_\_-\_\_\_\_

Marital Status:    Single \_\_\_\_    Married \_\_\_\_    Divorced \_\_\_\_    Widowed \_\_\_\_    Separated \_\_\_\_

If married, spouse's name:  
\_\_\_\_\_

Children's Names and ages:  
\_\_\_\_\_

**SPIRITUAL:**

Are you a member or regular attender of Maywood? Member Y \_\_\_N \_\_\_ / Attendee Y \_\_\_N \_\_\_

List other churches you attended regularly during the past five years. (Identify church name, address, type of work performed and dates):

\_\_\_\_\_

Briefly give your personal testimony regarding your salvation and Christian life.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your daily walk with God, and what you are currently doing to increase your own knowledge of the Bible.

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**MINISTRY EXPERIENCE:**

Please describe previous and current ministry experience you have had here or at other churches (Include church name and name of person to whom you reported):

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List any skills or interests:

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List any education, training, or experiences that have helped you prepare for working with children/students:

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In order to assure the health, safety and security of our children and students, we screen our volunteers. Please check the appropriate answers below so that we may discuss how this may impact your serving in our Children's /Students' Ministry.

Yes \_\_\_ No \_\_\_ **Health Problems:** Do you have any health problems (disabilities, physical limitations, etc. that might affect your work with children/students? If yes, please explain:

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Yes \_\_\_ No \_\_\_ Have you ever tested positive for HIV?

Yes \_\_\_ No \_\_\_ **Addictions:** Have you ever had a problem with drugs, alcohol, pornography, or any other addiction, or has anyone ever suggested that you may have a problem with any of these things? If yes, please explain:

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Yes \_\_\_ No \_\_\_ **Arrest Record:** Have you ever been arrested? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ **Child Abuse:** Have you ever been convicted or accused of physical abuse, sexual abuse, neglect, molestation, or exploitation of a minor? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Recognizing that abuse is a traumatic event in a person's life, and realizing that by God's grace a victim can find healing, if you are a victim of abuse who has not worked through your pain, the pastoral staff is here to assist you. Please feel free to call.*

**PERSONAL REFERENCES:**

(Not former employers or relatives)

Name _____	Name _____
Relationship _____	Relationship _____
Home Phone _____	Home Phone _____
Address _____	Address _____
_____	_____

**APPLICANT'S STATEMENT:**

Have you carefully read and agree to abide by the guidelines in the Maywood Child Protection Policy?  
Yes \_\_\_ No \_\_\_

I certify that all facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application or for dismissal if subsequently discovered.

I authorize investigation of all statements contained herein and of the references listed above to give you any and all information concerning my previous employment (paid staff person) and any pertinent information, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to you. I further authorize a criminal background check and acknowledge that if a criminal background check is conducted, as may be required under the federal child abuse prevention and treatment act, I may be denied access to children while the application is pending. I further understand that, in accordance with this law, if I am denied because of a conviction which appears as a result of such search, I may challenge such information.

In consideration of my selection to serve, I acknowledge and agree to comply with all rules, regulation, and core doctrinal positions of the church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness / Parent (if applicant is a minor) \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for your desire to serve in Children's or Student Ministry.  
Together, may we bring glory to God through the ministries of our church.**

Maywood Evangelical Free Church

**Referral Form for CPP Candidates\***

***(Only applies to those who have attended Maywood EFC less than six months)***

Volunteer's Name: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Type of Service/Location: \_\_\_\_\_

\_\_\_\_\_

Director's Name and Role: \_\_\_\_\_

Comments about CPP Candidate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval for service at Maywood EFC: YES/NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form is to be used when calling a reference for a CPP candidate who has attended Maywood EFC for less than six months. Other acceptable forms of referral include: a letter of reference from a previous pastor or ministry leader, a letter of recommendation from a member of Maywood EFC or ministry leader, signed by a member of the Pastoral Staff

**Reference Contact Form - - Confidential**

**Record of Contact with Reference or Church  
Identified by an Applicant for Children's or Student ministry**

Name of Applicant \_\_\_\_\_

Reference or Church contacted (if church, identify both the church and the person contacted)

\_\_\_\_\_

Date and time of contact \_\_\_\_\_

Person contacting the reference or church \_\_\_\_\_

Method of contact (e.g. letter, telephone, personal conversation) \_\_\_\_\_

Summary of conversation (summarize the reference's contact person's remarks concerning the applicant's fitness and suitability for children's or student ministry)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Legible Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date