



Maywood Evangelical Free Church

CHILD PROTECTION POLICY

Lead Pastor DATE

Early Childhood Coordinator DATE

Pastor of Student Ministries DATE

Elder Chairman DATE

Pastor of Children's Ministries DATE

	START/REV. DATE	APPROVAL DATE	REV.	PAGES AFFECTED	
	2/16/03		Basic		
	3/30/03		A	8-15,19,25,26,30, Form 15	
	9/26/03		B	12, 17-19	
	10/28/06		C	Complete review	
	4/5/2016		D	Complete review	
	12/30/2022		E	Complete review	

**Maywood Evangelical Free Church
Child Protection Policy
Table of Contents**

TABLE OF CONTENTS

1	INTRODUCTION.....	4
1.1	Purpose & Scope	4
1.2	Document Description	4
1.3	Definitions.....	4
1.4	References.....	5
2	NURSERY (<i>CHILDREN UNDER TWO YEARS OLD</i>).....	6
2.1	Drop-off/Pick-up Procedure.....	6
2.2	Architectural Precautions	6
2.3	Bathroom/Diaper Changing Policy	7
2.4	Staffing Guidelines	7
2.5	Staff/Supervisor Communication during Services.....	8
2.6	Discipline.....	8
2.7	Physical Contact.....	9
3	PRE-SCHOOL (<i>2 YEARS OLD THROUGH PRE-KINDERGARTEN</i>)....	11
3.1	Drop-off/Pick-up Procedure.....	11
3.2	Architectural Precautions	12
3.3	Bathroom Policy.....	12
3.4	Staffing Guidelines	12
3.5	Staff/Supervisor Communication during Kid's Faith Factory.....	13
3.6	Discipline.....	13
3.7	Physical Contact.....	16

Maywood Evangelical Free Church
Child Protection Policy
Table of Contents

4	ELEMENTARY SCHOOL (<i>KINDERGARTEN THROUGH 5TH GRADE</i>)	17
4.1	Drop-off/Pick-up Procedure.....	17
4.2	Architectural Precautions	17
4.3	Bathroom Policy	17
4.4	Staffing Guidelines	18
4.5	Staff/Supervisor Communication during Kid's Faith Factory.....	18
4.6	Discipline.....	18
4.7	Physical Contact.....	19
4.8	Off-Site Events/Overnight Policies	21
4.9	Special Concerns.....	21
5	STUDENTS (<i>6TH GRADE THROUGH 12TH GRADE</i>)	23
5.1	Drop-off/Pick-up Procedure.....	23
5.2	Architectural Precautions	23
5.3	Staffing Guidelines	23
5.4	Discipline.....	24
5.5	Physical Contact.....	23
5.6	Special Events/Overnight Policies	25
5.7	Special Concerns	26
6	IN CASE OF FIRE.....	28
7	IN CASE OF TORNADO.....	28
8	IN CASE OF EMERGENCY.....	28

Maywood Evangelical Free Church
Child Protection Policy
Table of Contents

9	REPORTING AND RESPONDING TO SUSPECTED CHILD ABUSE OR NEGLECT	29
10	Child Abuse Reporting Procedure.....	30
11	ACCIDENT OR INCIDENT REPORTING	31
12	CHILD CARE WORKER SCREENING.....	31
13	EDUCATION PLAN	32
14	APPENDIX A FORMS.....	32

Maywood Evangelical Free Church
Child Protection Policy
Introduction

1 INTRODUCTION

1.1 Purpose & Scope

The purpose of this document is to define policies and procedures that ensure the protections of children and youth who participate in any church-sponsored activities such as Kids' Faith Factory, AWANA, Tutor Club, Mom 2 Mom, Youth Groups, summer church programs, music programs, student activities. This policy covers children from birth through the age of 17. Non church-sponsored activities taking place at Maywood will follow church policy guidelines.

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 K-5th grade

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

Ministry Director: This term refers to the Pastor of Student Ministries, the Pastor of Children's Ministries and/or the Children's Coordinator/s.

Nursery: Children under the age of 2 years.

Policy Administrator: Pastor of Student Ministries and/or Pastor of Children's Ministries

Maywood Evangelical Free Church
Child Protection Policy
Introduction

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. Just cause includes physically restraining a child or youth in order to prevent harm to persons present.

Pre-school: Children that are 2 years old through pre-kindergarten (4 to 5 years old)

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 6th grade through 12th grade.

Guest: Persons who are one-time visitors as speakers or observers of Children's or Youth events. Guests must receive approval from a Policy Administrator.

Leader in Training (LIT'S): Anyone under the age of 18 who assists in Children's or Youth ministries.

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

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Nursery</i></p>
--

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 by a parent, guardian or sibling older than 5th Grade through one of either the standard or mobile KidCheck stations. The name tag will be placed onto the child's back and the guardian receipt will be taken by the parent. Either the physical guardian receipt or the digital guardian receipt via mobile phone must be presented to the nursery workers before the child may be released. If both the physical and digital guardian receipt cannot be accessed, a Ministry Director will check KidCheck records to make sure the guardian is approved to pick up the child in question. If they are not, the parents/guardians will be notified by phone to gain permission.
- 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.

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Nursery</i></p>

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. At least one adult female nursery worker will be assigned to each classroom.
- 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. Three months attendance at Maywood is a prerequisite to working with children (exceptions granted via Policy Administrator). No young person under the age of 13 is permitted to work in the infant or toddler nurseries. All youth working in the nurseries will be required to participate in a Leaders in Training CPP Class. Leaders in Training will not be allowed to change children in the nursery.
- D. 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).

Maywood Evangelical Free Church
Child Protection Policy
Nursery

E. 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 cannot attend.

F. Nursery policies will remain the same for all church-sponsored events.

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.

Maywood Evangelical Free Church
Child Protection Policy
Nursery

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.

APPROPRIATE	INAPPROPRIATE
Physical contact of : <ul style="list-style-type: none"> • Non-demanding, gentle touch of shoulders, hands, arms, head, back • Sitting child in center of your lap • Sitting child on leg • Sitting child between legs 	Physical contact of : <ul style="list-style-type: none"> • Kissing • Demanding hugs and kisses • Touching chest, genital region, upper legs, buttocks, waist, stomach • Piggy back rides
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"> • An obvious exception is made for diaper changing/hygiene

Maywood Evangelical Free Church
Child Protection Policy
Preschool

3 KIDS' FAITH FACTORY- PRESCHOOL (2 years old through Pre-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 the child. 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. Either the physical guardian receipt or the digital guardian receipt via mobile phone must be presented to the nursery workers before the child may be released. If both the physical and digital guardian receipt cannot be accessed, a Ministry Director will check KidCheck records to make sure the guardian is approved to pick up the child in question. If they are not, the parents/guardians will be notified by phone to gain permission.
- 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.

Maywood Evangelical Free Church
Child Protection Policy
Preschool

3.2 Architectural Precautions

- A. All classrooms shall have doors to contain the children.
- B. Windows should be provided so parents, at any time, can see all areas 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. One adult and one child should NEVER be in the bathroom alone together.
- B. Children may use the bathroom alone, one at a time if they are at least 4 years old at the discretion of the Preschool workers. Multiple children may be in the bathroom at a time as long as there are at least 2 adults. Women may assist in the boy's restroom at this age, but men may not assist in the girls' restroom. 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). Leaders in Training cannot assist children in the bathroom. We strongly encourage students and their parents to visit the restroom prior to each class/event.
- 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 travel 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.

Maywood Evangelical Free Church
Child Protection Policy
Preschool

- 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. Three months attendance at Maywood is a prerequisite to working with children (exceptions granted via Policy Administrator).
- D. 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 Kids' Faith Factory

A Ministry Director 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, a Ministry Director is unavailable during Faith Factory, the Support Staff volunteers may be used to assist. However, a Ministry Director should be contacted via radio or cell phone for all pre-school emergencies during Kids' Faith Factory.

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Preschool</i></p>

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

Maywood Evangelical Free Church
Child Protection Policy
Preschool

- 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 a Ministry Director. 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.

Maywood Evangelical Free Church
Child Protection Policy
Preschool

3.7 Physical Contact

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

APPROPRIATE	INAPPROPRIATE
Physical contact of : <ul style="list-style-type: none"> • Non-demanding, gentle touch of shoulders, hands, arms, head, back; (If under age 4) • Sitting child on leg • Sitting child in center of your lap; • Sitting child between legs; 	Physical contact of : <ul style="list-style-type: none"> • Kissing; • Demanding hugs and kisses; • Touching chest, genital region, upper legs, buttocks, waist, stomach; • Piggy back rides; • Seductiveness or suggestive contact.
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.

Maywood Evangelical Free Church
Child Protection Policy
Elementary

4 ELEMENTARY SCHOOL (*K grade through 5th 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 the child. 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. Either the physical guardian receipt or the digital guardian receipt via mobile phone must be presented to the nursery workers before the child may be released. If both the physical and digital guardian receipt cannot be accessed, a Ministry Director will check KidCheck records to make sure the guardian is approved to pick up the child in question. If they are not, the parents/guardians will be notified by phone to gain permission.

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 K - 5th 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

Children may use the bathroom alone, one at a time. Multiple children may be in the bathroom at a time as long as there are at least 2 adults. At least one man must be in the boys' restroom with a group, but men may not assist in the girls' restroom. 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).

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Elementary</i></p>
--

One adult and one child should NEVER be in the bathroom alone together. Leaders in Training cannot assist children in the bathroom. We strongly encourage students and their parents to visit the restroom prior to each class/event.

4.4 Staffing Guidelines

Only screened workers shall be allowed to teach and/or assist elementary students. We will try to maintain the adult/child ratio of one adult or Leader in Training per 12 children. However, at all times there will be a minimum of one adult and one Leader in Training in each classroom, with a minimum of 2 adults on the premises. In event that ministry requires one-on-one tutoring or mentoring, doors will be opened and a floating supervisor will monitor the halls. Three months attendance at Maywood is a prerequisite to working with children (exceptions granted via a Policy Administrator)

4.5 Staff/Supervisor Communication During Kid's Faith Factory

A Ministry Director shall make contact with each Kids' 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 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.

Maywood Evangelical Free Church
Child Protection Policy
Elementary

- 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 a Ministry Director. 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.

Maywood Evangelical Free Church
Child Protection Policy
Elementary

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.

APPROPRIATE	INAPPROPRIATE
Physical contact of : <ul style="list-style-type: none"> • Non-demanding, gentle touch of shoulders, hands, arms, head, back; 	Physical contact of : <ul style="list-style-type: none"> • Kissing; • Demanding hugs and kisses; • Touching chest, genital region, upper legs, buttocks, waist, stomach; • Sitting child in center of your lap; • Sitting child between legs; • Piggy back rides; • Seductiveness or suggestive contact.
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.

**Maywood Evangelical Free Church
Child Protection Policy
*Off-site Events/Overnight Policies***

4.8 Off-site Events/Overnight Policies

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.

Off-Site Events: Small group activities of the same gender require only one approved teacher/leader of the same gender as long as another approved adult is nearby on the premises.

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

B. Overnight Events

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

All overnight activities must have at least 2 approved leaders assigned per living space, such as a camp cabin. Staffing ratios must be followed. Small group activities of the same gender require only one approved teacher/leader of the same gender as long as another approved adult is nearby on the premises.

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.

<p>Maywood Evangelical Free Church Child Protection Policy <i>Off-site Events/Overnight Policies</i></p>

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, parents will be informed of potential risks, and steps should be taken to safeguard 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 or other explicit content should be shown, and no mature-rated video games should be allowed. Teen-rated video games will not be allowed without Pastoral approval. Children at these ages will not be allowed unsupervised access to phones or other devices with internet during overnight events.

4.9 Special Concerns

- A. Transportation – All drivers of Maywood church vehicles transporting children must be CPP and pastorally approved and possess a license for the vehicle being driven. In the event a CPP approved adult needs to transport a child to or from an event, parental consent must be obtained prior to transportation. The driver must possess a valid drivers' license and current automobile insurance. ALL traffic, vehicle and applicable child seating laws must be followed and the number of persons per car should not exceed the number of seat belts.
- B. Social Media and Electronic Communication – Adults should not initiate direct contact with children via social media or other electronic means (i.e. texting, email, etc.) Adults should not communicate with children by these means unless parental consent is given. Children will not be allowed to use phones or other electronic devices with internet access unsupervised at Maywood sponsored events.

**Maywood Evangelical Free Church
Child Protection Policy
Student Ministries**

5 STUDENTS (6th grade through 12th 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 3 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 Ministries so that they may be called upon at late notice if a regular teacher/leader or volunteer cannot attend.
- E. First aid kits are located in the hallway by the stairwell near the old kitchen, at the Kids' Faith Factory Welcome Center, Gym closet door, in the Church office, and behind the Usher counter in the Worship Center. 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 Worship Center. 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.

Maywood Evangelical Free Church
Child Protection Policy
Student Ministries

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, body to body hugs of the same gender

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

Maywood Evangelical Free Church
Child Protection Policy
Student Ministries

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.

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Student Ministries</i></p>

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.

All overnight activities must have at least 2 approved leaders assigned per living space, such as a camp cabin or hotel room. Staffing ratios must be followed. Small group activities of the same gender require only one approved teacher/leader of the gender as long as another approved adult is nearby on the premises.

If overnight is in a home or motel, parents will be informed of potential risks and steps taken to safeguard youth from inappropriate material...No R rated movies or other explicit content should be shown. Leaders should use good judgment regarding PG or PG-13 movies.

5.7 Special Concerns

- A. Driving: All drivers of Maywood church vehicles transporting youth must be CPP and pastorally approved and possess a proper license for the vehicle being driven. In the event a CPP approved adult needs to transport a child to or from an event, parental consent must be obtained prior to transportation. The driver must possess a valid drivers' license and current automobile insurance. All traffic, vehicle and applicable child seating laws must be followed and the number of persons per car should not exceed the number of seat belts.

Youth will be allowed to drive other students for events/activities as long as the parents are made aware ahead of time that their child will be transporting another youth.

- 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.

If meeting is held in office or at Maywood, there will be visible access to the meeting room, must be seen by others and must be held in a place that foot traffic is maintained.

Maywood Evangelical Free Church
Child Protection Policy
Student Ministries

- 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: Upon traveling throughout the night, boys and girls will be allowed to sit together but will be monitored by the leaders until they have arrived at the destination. Leaders will also be spread out throughout the vehicles to have eyes on the students. There will also be no laying/falling asleep on the opposite sex’s shoulder, arm around one another and laying on each other.
- F. Texting/Social Media: Leaders must be wise about how they interact with students through texting and various social media platforms. (Examples, a male leader snap-chatting a female student should not be taking place and a female leader texting a male student might daily is also prohibited) If a student of the opposite sex is sharing important/heavy stuff with a leader of the opposite sex, they are to seek out another leader of the same sex and include them in on the conversation. In some cases, as well, the leader should refer the student to a leader of the same sex.

Maywood Evangelical Free Church
Child Protection Policy
Safety Procedures

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.

**Maywood Evangelical Free Church
Child Protection Policy
Safety Procedures**

- 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 32.**

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.

**Maywood Evangelical Free Church
Child Protection Policy
Safety Procedures**

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.

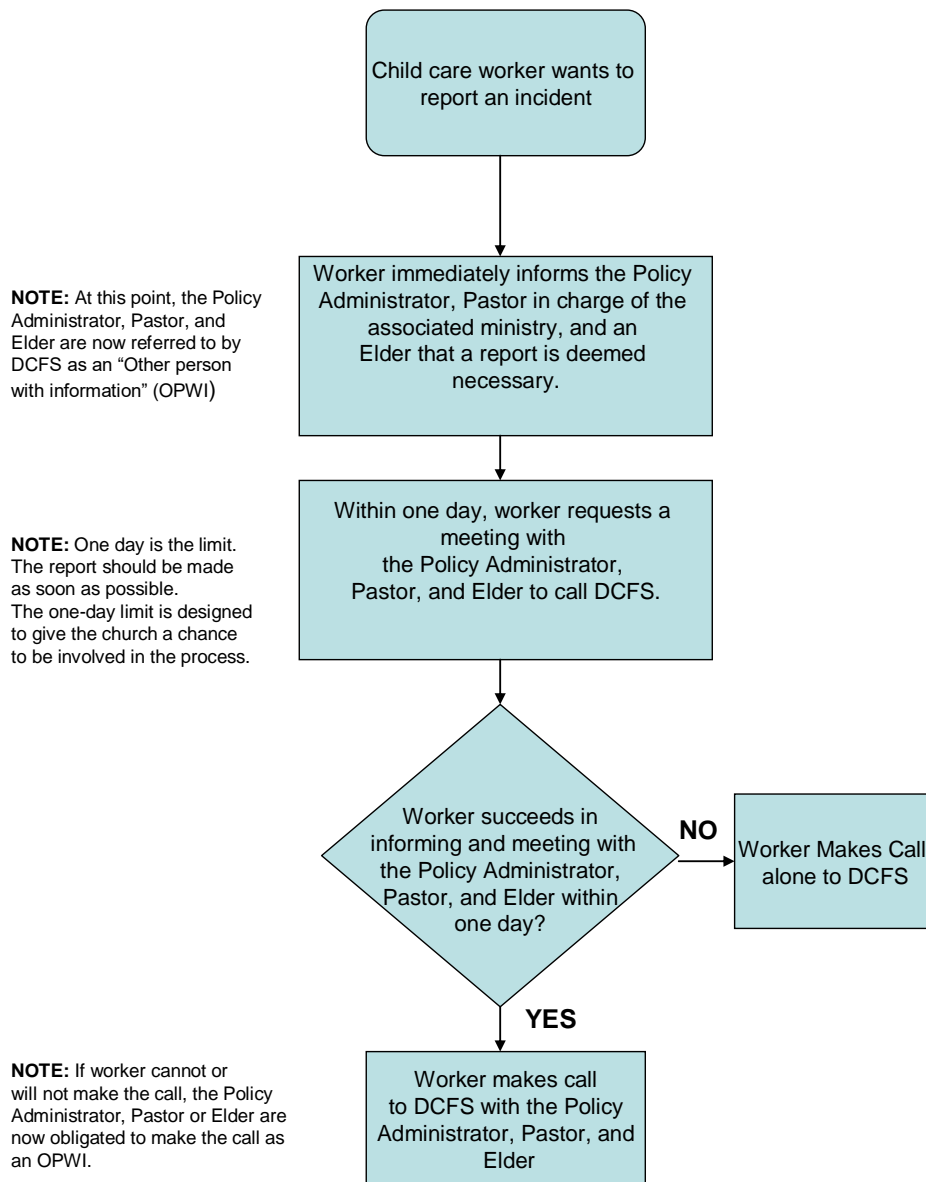
Above all, the leadership will under gird the entire incident in prayer, trusting that God in His sovereignty will care for the victims, the congregation, the media, and the community at large.

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

**Maywood Evangelical Free Church
Child Protection Policy
Safety Procedures**

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.

<p style="text-align: center;">Maywood Evangelical Free Church Child Protection Policy <i>Safety Procedures</i></p>
--

11 ACCIDENT OR INCIDENT REPORTING

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

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 children's or youth activities in the absence of parental supervision of the Maywood Evangelical Free Church, must be screened. Screening is not required for adults present or serving at the children or youth events when said children or youth are accompanied by their parents or guardians.

The screening procedure consists of the following components:

- A. Candidate attends a Child Protection Policy Training class or receives MEFC training via an alternative method by approval of a Policy administrator.
- B. Candidate completes and turns in the certificate for Illinois Mandated Reporter Training.
- C. Candidate completes standard application form #10 and signs covenant for children and student ministries volunteers form #9.
- D. A Ministry Director reviews application
- E. A Ministry Director confirms references as needed
- F. Criminal Background check is performed on candidate (name, SS#, date of birth required)

Leaders in Training must attend a Leaders in Training CPP Class and complete Form #5. A Ministry Director will review this application.

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.

An individual's screening is only valid for a duration of 3 years. After 3 years, all CPP approved adults will be required to repeat the screening process, including the criminal background check, the mandated reporter training, Child Protection Policy Training class and update and re-sign Forms #9 and #10. 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.

**Maywood Evangelical Free Church
Child Protection Policy
Safety Procedures**

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. "Leaders In Training" (LIT) CPP Application
- 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:

This form MUST be completed and submitted to the church office within 48 hours of incident.

Maywood Evangelical Free Church
Medical Incident Form

Incident date: ____/____/____

Location: ☐ W/C ☐ F/F ☐ Office ☐ Nursery
☐ Loft ☐ Gym ☐ Parking Lot

Patient: _____
Age: _____ DOB: ____/____/____
Address: _____

Phone #: ____-____-____

Parent/Guardian: (If Applicable)
Name: _____
Address: _____

Phone #: ____-____-____
Contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No

Symptoms: _____

Medical History: _____

Allergies: _____ **Medications:** _____

Incident and Treatment: _____

PT Taken to Medical Facility? ☐ Yes ☐ No ☐ OSF ☐ Mercy ☐ Swedes ☐ Other

Transported by: ☐ Ambulance ☐ Private transportation

Person Completing Report:	Person Assisting:	Person Assisting:
Name: _____	Name: _____	Name: _____
Phone#: ____-____-____	Phone#: ____-____-____	Phone#: ____-____-____
Signature: _____	Signature: _____	Signature: _____



Infant Instructions / Care Log

Child's Name: _____ **Arrival Time:** _____

Parents/Guardian Name: _____

Parental Location: _____ 8:30a.m. _____ 10:15a.m.

Does your child use a Pacifier?

Yes ☐ No ☐

Can Your Child Sit up Alone?

Yes ☐ No ☐

Other Special Care Needs:

Sleep Preference

Swing: Yes ☐ No ☐

Crib: Yes ☐ No ☐

Nap Time: _____

Nursery Staff Care:

Diaper Changed

Wet ☐

Soiled ☐

Time: _____

Snack Time

_____ 8:30

_____ 10:15



Infant Instructions / Care Log

Child's Name: _____ **Arrival Time:** _____

Parents/Guardian Name: _____

Parental Location: _____ 8:30a.m. _____ 10:15a.m.

Does your child use a Pacifier?

Yes ☐ No ☐

Can Your Child Sit up Alone?

Yes ☐ No ☐

Other Special Care Needs:

Sleep Preference

Swing: Yes ☐ No ☐

Crib: Yes ☐ No ☐

Nap Time: _____

Nursery Staff Care:

Diaper Changed

Wet ☐

Soiled ☐

Time: _____

Snack Time

_____ 8:30

_____ 10:15



Toddlers Instructions / Care Log

Child's Name: _____

Child's Arrival Time: _____

Parents/Guardian Name: _____

Parental Location: _____ 8:30 a.m. _____ 10:15 a.m.

Special Instructions for this week _____

Nursery Staff Care

Diaper Changed

☐ Wet

☐ Soiled

Time: _____

Snack Time

_____ 8:30

_____ 10:15



Toddlers Instructions / Care Log

Child's Name: _____

Child's Arrival Time: _____

Parents/Guardian Name: _____

Parental Location: _____ 8:30 a.m. _____ 10:15 a.m.

Special Instructions for this week _____

Nursery Staff Care

Diaper Changed

☐ Wet

☐ Soiled

Time: _____

Snack Time

_____ 8:30

_____ 10:15

MAYWOOD EVANGELICAL FREE CHURCH**Leader in Training Volunteer Application
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 Date of Birth

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Text: yes/ no

SPIRITUAL:

Are you a regular attender of Maywood? Y_____ N_____

If yes, how often do you attend and how long have you attended Maywood? _____

List other churches you attended regularly during the past five years:

Briefly give your personal testimony regarding your salvation and how you came to know Christ.

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

MINISTRY EXPERIENCE:

Please describe previous and current ministry experience you have had here or at other churches and education, training or experiences that have helped prepare you for working with children/youth:

List any skills or interests:

Briefly explain what you would say when sharing the Gospel with a child/youth:

APPLICANT'S STATEMENT AND COVENANT:

Do you certify that all facts contained in this application are true and complete to the best of your knowledge?
Yes_____ No _____

Do you agree to follow the guidelines in the Maywood Child Protection Policy, as outlined in the "Leaders in Training" training course?
Yes_____ No _____

Covenant for Children and Student Ministries Volunteers

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.

Signature_____ Date_____

Parent/Guardian Signature _____ 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

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 execute 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**.

Do you agree to abide by Maywood Evangelical Free Church's Child Protection Policy?

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 lives for Christ. This includes regular times of personal Bible reading and prayer and faithful attendance of a Bible believing Church.

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.

I agree with the following MEFC doctrines as outlined in the MEFC Statement of Faith and promise to remain consistent with it in both teaching and practice. If my beliefs or practices change at any time, I will immediately notify either the Pastor of Student or Children's Ministries:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus - Israel's promised Messiah - was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only grounds for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

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

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone (Optional): _____

Email Address: _____ Occupation: _____

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 ____ / Attender Y ____ N ____

If yes, how often do you attend and how long have you attended? _____

List other churches you attended regularly during the past five years. (Identify church name and location)

Briefly give your personal testimony regarding your salvation and how you came to know Christ.

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

MINISTRY and OTHER EXPERIENCES:

Please describe previous and current ministry experience you have had here or at other churches and any education, training (ex. CPR, First Aid), or experiences that have helped prepare you for working with children/youth:

List any skills or interests:

Briefly explain what you would say when sharing the Gospel with a child/youth:

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 ____ Do you have any health problems (disabilities, physical limitations, etc.) that might affect your work with children/students? If yes, please explain: _____

Yes ____ No ____ Do you live a life free from addictions such as those to alcohol, illegal drugs, and pornography? If no, please explain: _____

Yes ____ No ____ Do you live a life consistent with the Bible's commands for sexual purity and romantic relationships between one married man and one married woman? If no, please explain: _____

Yes ____ No ____ Have you ever been arrested? If yes, please explain:

Yes ____ No ____ 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 _____
Phone _____	Phone _____
E-mail _____	E-mail _____

APPLICANT'S STATEMENT:

Have you completed the Child Protection Policy Training Course and do you 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 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.

***I also acknowledge that I have completed the online state of Illinois Mandated Reporter Training within the last 3 years and submitted it to the church.**

Signature _____ 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 three 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 three 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