

Emmanuel Bible Fellowship Risk Prevention Program

*Note: Amended 2/1/11 by Elder Council Affirmation. *New updates added by Shon TenKley, 9/8/15*

“The U.S. State Department has placed faith-based organizations in the world’s top five “at-risk” sectors, and notes that places of worship are ‘behind the curve’, compared to the secular world in terms of safety and emergency preparedness.”

-Secretary of State Condoleezza Rice, 2009 State Department briefing

This packet covers our complete policy to help reduce the risk of exposing any children or youth in the care of one of our ministries to someone who might cause them physical or sexual harm. It also covers what to do in the case of medical emergencies, violent emergencies, fire emergencies and natural disasters. Anyone interested in working with any of our children or youth ministries must complete the appropriate forms, be interviewed by a ministry leader and pass all background checks before serving in ministry at EBF.

The forms enclosed include:

“Behold Children are a Gift of the Lord”	pages 2-3	<i>TO BE READ BY VOLUNTEER</i>
Risk Prevention Policy and Procedure	pages 4-12	<i>TO BE READ BY VOLUNTEER</i>
Volunteer Staff Application	pages 13-16	<i>TO BE FILLED OUT BY VOLUNTEER</i>
Confidential Record - Reference Contact	page 17	<i>TO BE COMPLETED BY REVIEWER</i>
Request for Criminal History Information	page 18-20	<i>TO BE FILLED OUT BY APPLICANT</i>
Checklist of Completed Forms	page 21	<i>TO BE COMPLETED BY REVIEWER</i>
Emmanuel Bible Fellowship Incident Report	page 22-24	<i>SAMPLE FORM</i>
Emmanuel Bible Fellowship Non-Incident Report	page 25-27	<i>SAMPLE FORM</i>
Medical Emergencies	page 28-32	<i>TO BE READ BY VOLUNTEER</i>
Responding to Extreme Violence	page 33-34	<i>TO BE READ BY VOLUNTEER</i>
Fire and Explosion/Natural Disasters	page 35-36	<i>TO BE READ BY VOLUNTEER</i>

Emmanuel Bible Fellowship
2508 State Avenue NE
Olympia, WA 98506
Phone: 360-352-9044
info@ebfolympia.com
ebfolympia.com

“BEHOLD CHILDREN ARE A GIFT OF THE LORD...” Psalm 127:3

Emmanuel Bible Fellowship Children/Youth Ministries (TO BE READ BY VOLUNTEER)

It is reported that there are 70 reports of abuse each week from churches. 65% of sex offenders at church are volunteers.

In respect of this sacred trust, we take care to protect:

- Children and youth from any form of abuse or neglect...
- Caring volunteer workers from unfounded accusations or compromising circumstances...
- Our Church family and the name of Christ from being tarnished or ridiculed.

We observe the following safeguards of care:

- Volunteer workers should observe the “two staff” rule. This protects all parties by requiring that workers are never alone with children or youth. Windows are placed in the doors and/or walls of all classrooms and offices.
- Any person who may pose a threat to children, youth, or vulnerable adults will be prohibited from working in any ministry involving children, youth, or vulnerable adults.
- Corporal punishment, harsh words, or threats are inappropriate and must not be used. Please consult the ministry director with specific discipline questions.
- Behavior, which seems abusive or inappropriate, should be reported to the ministry director.
- Any individual who has been convicted of, or has committed any form of child abuse cannot volunteer service in any ministry for children.

SELECTION OF VOLUNTEER STAFF

Regular Volunteer Staff:

A regular volunteer serves in a ministry on a repeat basis. Praise God for these fellow servants who carry out the major service of ministry throughout the Church! We continually pray and seek the Lord’s direction to those who will be faithful, available, and teachable for the cause of Jesus Christ.

Ministry directors will help regular volunteers to complete the Volunteer Staff Application form. A member of the Pastoral staff or a designated individual will review these forms, and references checked. In addition, volunteers are asked to sign the Washington State Patrol (if applicable) criminal history check and the “Protect my ministry” background check.

SUPERVISION OF VOLUNTEER STAFF

Emmanuel Bible Fellowship implements the “two-staff” rule. The “two-staff” rule is more than just a safeguard. This partnership in ministry provides encouragement, sharing of ideas and responsibility, and the building up of each other. Jesus sent the disciples out in pairs, and the Apostle Paul carried on the pattern by regularly taking one or more partners with him.

Ministry directors regularly visit and monitor the various rooms where the staff is serving to be available for help in supplies, materials, or discipline needs. This helps to insure adequate supervision.

TRAINING OF VOLUNTEER STAFF

Ministry directors, with the support and assistance of the Pastoral staff, will provide training to all volunteer staff in the specific duties, expectations, and support available. Part of this training will include the important safeguards in place to protect children and staff, what constitutes child abuse, and the procedures to take in reporting concerns, questions, or suspected abuse.

These safeguards and procedures are supplied in printed form with the opportunity for discussion and clarification.

RECOGNIZING FORMS OF ABUSE

Those serving in children's ministries need to learn how to recognize child abuse and to deal with it appropriately. In her book, *Understanding Your Child's Problems*, Dr. Grace H. Ketterman¹ defines child abuse as "any treatment of a child that threatens his safety or leaves in his life physical or emotional scars." Child abuse has three forms: physical, emotional, and sexual.

Physical abuse occurs when someone harms a child's body, potentially resulting in scrapes, bruises, welts, broken bones, etc. Emotional abuse occurs when someone harms a child using critical words, threats, demeaning terminology, etc. Sexual abuse occurs when someone violates a child's sexual privacy, whether by touch, verbally, or visually.

Praise, comfort, and acceptance may be expressed in a "high five" or quick hug. Sometimes children who don't get enough attention at home "snuggle up" to a leader, teacher, or helper. While harmless normally, use care to avoid communicating a wrong affection to a child. Always apply common sense and discretion.

REPORTING CHILD ABUSE

If you suspect abuse is occurring, please report it to your ministry director or Pastoral staff promptly. Note carefully what evidences of abuse you witnessed. Child abuse must and will be reported to appropriate state officials in accordance with law.

¹Dr. Grace H. Ketterman is a Christian and served as Medical Director of the Crittenton Center for children and adolescents in Kansas City, Missouri.

I. **Mission Statement:**

- A. To provide a safe, spiritual, and “*child sexual abuse*” free environment for each and every child that attends any of Emmanuel Bible Fellowship activities and programs.

II. **Objectives:**

- A. The Church recognizes and acknowledges the chilling effects of child sexual abuse in our society.
- B. It is the main objective of this policy to prevent any form of child sexual abuse from happening in the Church.
- C. The Church wants to assure its members and the public at large that Emmanuel Bible Fellowship is a caring and trusting Church.

III. **Purpose:**

- A. To assure each and every child that attends the Church’s activities and programs that he/she will be provided an environment free of child sexual abuse.
- B. To provide the Church, its employees, and volunteers the necessary tools, policies, procedures, and regulations to effectively enforce and implement the Church’s mission and objective.
- C. To protect the Church, its employees, and volunteers from needless allegations and accusations.
- D. To assure each and every child and his/her family that the Church takes each and every sexual abuse complaint seriously and that the Church intends to act promptly on all cases of child sexual abuse.
- E. To ensure the people who allow their children to attend the Church’s programs and activities that they can trust their children to our Church.

IV. **Definitions:**

- A. Child - any person, regardless of race, color, ethnic background, national origin, and sex, under the age of 18, who attends any of the Church’s activities or programs.
- B. Child Sexual Abuser - any person, regardless of race, color, ethnic background, national origin, age, and sex that exploits a child’s vulnerability and powerlessness. They prey on children that are normally not personally, socially, and developmentally ready for such activity.
- C. Child Sexual Abuse - An act or acts by any child sexual abuser that exercises any authority or control and performs a sexual activity with a child. It is the unlawful and intentional touching of intimate parts for the purpose of degrading or humiliating the victim or sexually gratifying the child sexual abuser.
1. It may come in the form of physical and non-physical touching. It is very important that you are aware of these circumstances.
 - a) Child sexual abuse may take on different forms of physical touching that may include the following;
 - (1) Sexual Intercourse, which includes oral, genital, and/or anal.
 - (2) Rape and forcible rape
 - (3) Oral, genital, and/or anal penetration by any foreign object
 - (4) Fondling of any or all intimate parts of the child’s body

 IV. **Definitions:** (Continued)

- b) Child sexual abuse may also take on the form of *non-physical* touching that includes the following:
 - (1) Making sexual verbal comments and suggestions to a child
 - i. Displaying and/or showing of any pornographic videos, magazines, and obscene materials to a child
 - ii. Making obscene gestures and/or phone calls to a child
 - iii. Exhibiting and/or showing any genital parts to a child
 - iv. Coercing or allowing a child to witness and/or watch any forms of sexual activity.
- D. **Non-Incident** – An instance of a known Predator on the Church premises. Also a second-hand report of some form of child abuse (for example, at a church event a child reports that they have been or are being sexually abused by an individual not present).

 V. **Profile of a Child Sexual Abuser:**

- A. Child sexual abusers come from every section of the American Society. They include people of all race, color, religion, national origin, ethnic background, age, sex, sexual orientation, and cultural upbringing.
- B. There is no one sure effective way of identifying a child sexual abuser. But there is an effective way of minimizing the opportunity for a child sexual abuser to commit a child sexual abuse. Note the following statistics:
 - 1. Over eighty percent (80%) of convicted child sexual abusers are known by the victim (child).
 - 2. The identified child sexual abuser is known to find every opportunity to be *alone* with the child.
 - 3. Over seventy-five percent (75%) of the convicted child sexual abusers were child abusers before being caught.
 - 4. Over ninety percent (90%) of the convicted child sexual abusers had committed a felony crime.
 - 5. Over sixty-five percent (65%) of the convicted child sexual abusers had some form of criminal history in their background.

 VI. **Symptoms of a Child Abuse Victim:**

- A. A child abuse victim may exhibit some combination of symptoms to which the Church and its volunteers should be alert. The signs may be physical, behavioral, or emotional/verbal. These signs are **common in all** child sexual victims. The signs to watch are as follows:
 - 1. **Physical Changes** include the following:
 - a) Nightmares and excessive day dreaming
 - b) Irritation, pain, or injury to his/her genital area
 - c) Expressing difficulty with urination. Change in bowel movements.
 - d) Difficulty and discomfort in sitting down
 - e) Lacerations and bruises on any parts of the body
 - f) Venereal disease
 - g) Torn or bloody clothing
 - h) Sudden and emotional crying
 - 2. **Behavioral Changes** include the following:
 - a) Anxiety when approaching a Church or nursery area
 - b) Hostile or nervous behavior towards any or all adults
 - c) Self-consciousness on sexual matters or activity
 - d) Sudden withdrawal, refusing to give any reasons, and avoiding any and all Church activities and friends
 - e) "Acting out" sexual behavior
 - f) Being unusually disruptive in the class and/or activities

VI. Symptoms of a Child Abuse Victim: (Continued)

3. **Emotional/verbal** changes include the following:
 - a) Expression of hatred/fear toward a particular Church volunteer. Usually, the child just hates the adult volunteer and refuses to talk about it.
 - b) Indication or comments to his friends, peers, or other adults that a particular adult likes to spend time with him/her or another child alone in a particular area.
 - c) Refusal or hesitation to be alone or with a certain adult.
 - d) Comments (may be made in a jokingly manner) that a certain adult likes to fool around with a certain child or with him/her.

VII. General Guidelines for NEW Church Employees and/or Volunteers:

- A. Volunteers MUST complete an EBF Volunteer Staff Information Application Form. NO EXCEPTIONS.
- B. All employees must fill out all paperwork as is required of any volunteer. NO EXCEPTIONS.
- C. The volunteer must submit one valid picture I.D. for the Church to copy for its files. The following ID's are considered acceptable: *a valid driver's license, valid military card, valid passport, valid alien registration card, and valid Washington State I.D. card.*
- D. An oral interview must be conducted after the application form has been completed. The oral interview may be conducted by the departmental supervisor or trained designee.
- E. The Church form is not deemed complete if there are any blanks left on the form, or modifications, made to the form without permission from the Church, any vague answers must be clarified to the satisfaction of the Church. A SIGNATURE ON THE FORM IS MANDATORY.
- F. The new volunteer must be involved in the life of EBF for at least 6 months to participate in Church ministries involving children or teens. One does not need to be a member to serve but we do encourage church membership. For someone who has been at EBF less than 6 months and wants to serve, references will be called for a recommendation.
- G. No new Church volunteer is to start teaching at EBF prior to completing the application, oral interview, a completed background check including, but not limited to a criminal background check, and approval.
- H. Any volunteer who ceases handling and teaching children and wants to return to teaching and handling children again must complete the Church forms.
- I. Any misrepresentation on the Church forms will be grounds for immediate removal of the volunteer from any and all Church activities involving handling and teaching of children.
- J. Material misrepresentation includes, but is not limited to, lying on the form, failure to explain to the Church in a satisfactory manner any discrepancy on the form, in the oral interview or a negative background check.
- K. ALL COMPLETED CHURCH FORMS AND BACKGROUND CHECKS ARE HELD STRICTLY CONFIDENTIAL. It is possible that EBF may use data from a report supplied by your former Church, the Washington State Patrol, and/or another Service to determine your Volunteer service in whole or in part. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report. Please obtain a copy of the contact information for these providers from the Church office.

VII. General Guidelines for NEW Church Employees and/or Volunteers: (Continued)

- L. All new employees and volunteers agree to comply with the Church's Constitution, Bylaws, and the Child Abuse Policy and Procedure. All NEW employees or volunteers will sign a form affirming that they have seen a copy of this policy and procedure, that they have read it, understand it and will comply with it.
- M. No Church employee or volunteer who has a history of child sex abuse will be allowed to teach and/or handle children at any of the Church's activities and programs.

VIII. General Guidelines for Current Church Employees and Volunteers:

- A. All current employees or volunteers will be given a copy of this Child Sexual Abuse Policy and Procedure. They will sign a form affirming that they have read, understand, and will comply with it.
- B. Failure by any current Church employee or volunteer to sign this form within 10 days of receiving this policy and procedure may be grounds for the removal from the ministry of working with and teaching children.
- C. A current Church employee or volunteer who is removed from handling or teaching children because of his failure to sign the form will be treated as a new employee or volunteer when he wishes to come back teaching or handling children at the Church.
- D. No current Church employee or volunteer may make their own interpretations of the Child Sexual Abuse Policy and Procedures. The Pastor and Elders along with the Churches legal council have the official interpretation. Any material misinterpretation of a policy or procedure will be clarified in writing from the Church. Material misinterpretation in this context only is defined as any language or clause that implies a totally different meaning from what has been originally intended.
- E. All current Church employees or volunteers will be required to sign a statement that they have not been convicted of, nor have they committed any form of child sex abuse, or of any felony. Any current Church employee or volunteers who refuse to sign this form will not be allowed to continue teaching or working with children in any of the Church's activities and programs.

IX. General Procedures, Reporting, and Plan for Response for all Church Department Heads:

- A. Every Church Department Head has the authority to remove an adult employee or volunteer from teaching or handling children if he refuses to comply with the Church's child sexual abuse policy and procedures. In addition, such refusal **MUST** be reported immediately to a Pastor for further action, said action might include reporting the incident to the appropriate legal authorities.
- B. All Church Department Heads must investigate immediately, along with the appropriate leadership of the Church, any incident, non-incident, or actual child sexual abuse reported by a child or an adult.

IX. **General Procedures, Reporting, and Plan for Response for all Church Department Heads:**
(Continued)

- C. When a *non-incident* has occurred, the following procedures are to be followed clearly and precisely as the investigation commences:
1. The suspected person is to meet with the Senior Pastor along with another Pastor on staff, or an Elder, within 72 hours of knowledge of the situation.
 2. The purpose of the meeting will be to agree upon a plan of action to be implemented and to assign the suspected person to a member of the Church to whom he can be accountable while he is on the Church premises.
 3. Make sure you fill out an Emmanuel Bible Fellowship Non-Incident Report (p. 24).
 4. Apprise the Church' legal counsel of the situation within 24 hours.
- D. When an *incident* has occurred, the following procedures are to be followed clearly and precisely as the investigation commences:
1. Put the child in the care of at least two trusted Church adults while you (the Department Head) try to contact his/her parents/legal guardians to come pick up the child and advise them of the situation. If an actual child sexual abuse has taken place or the child has been hurt, contact 911 immediately. Make sure you fill out an EBF Incident Report. The local police authorities must also be contacted immediately to report the incident in writing. Make sure to obtain a copy of the police report and a report number.
 2. Assure the child and his parents/legal guardians that every attempt has been made to protect their identity, privacy, and well being, and that the Church is taking such incidents seriously. If the ambulance arrives and the parents/legal guardians have not arrived, have at least two adults accompany the child with the ambulance. When the parents/legal guardian arrives, have a Church representative accompany them to where the child has been taken.
 3. *This was added after the presentation that was recorded 9/9/15. We need to be very careful with how we handle it when a child (at least through age 12) discloses physical or sexual abuse. As you're aware, children are very susceptible to suggestion. Even the police don't interview children on those topics unless they are certified forensic child interviewers. The claim can always be made that the untrained adult inadvertently manipulated the child's statement. Beyond very basic clarification questions (open-ended like, "what happened then?") just to be certain that they're reporting that they were abused, we should not be talking with the child about specifics until they are formally interviewed. We can ask those questions in order to make sure the child is talking about abuse rather than, say, parental discipline or bathing, but we should be **very** careful not to go into further depth immediately. Of course there may be time for counseling later, but we should use extreme care at the beginning.
 4. Contact the Pastor immediately. In the absence of the Pastor, contact the chairman of the board of Elders immediately.
 5. Apprise the Church legal counsel of the situation within 24 hours.
 6. Apprise the insurance company within 24 hours of the situation and what the Church is doing about the situation.
 7. Advise the child's parents/legal guardian that any and all ambulance and emergency charges relating to this incident not covered by their insurance will be borne by the Church.
 8. Never prejudice or blame the child or his/her parents/legal guardians for this incident. Please do not point fingers or discuss the case with them jeopardizing the investigation. Assure them that the investigation is ongoing and that the Church will get down to the bottom of the case. However, feel free to express remorse if the child was hurt. Bare with them their ordeal and sufferings and assure them that they have the complete support of the Church.

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9. Make sure you ask other people who may have witnessed the incident what they saw and collect a statement from them within 48 hours. Also, advise them to keep any and all information private and confidential at all times.
 10. Try to keep any and all investigation private and confidential. Advise people who are not involved in the incident to leave the area.
 11. Contact federal, state, and local authorities for assistance if the investigation has not resulted in any material progress after 24 hours, and there is no objection from the Church's legal representative or the Church's insurance company.
 12. No Church member may make contact with the child without clearance from the child's parents/legal guardian and from the Church's Pastor and legal representative. Any Church member found violating this particular rule would be dealt with appropriately.
 13. If a suspect has been caught in the act, every attempt must be made to hold the suspect as long as the safety and welfare of the other people in the Church vicinity are not compromised.
 14. Report the incident to the local police authorities, the Church's Pastor, legal representative, insurance company, and other appropriate governmental authorities.
 15. After the investigation has been conducted, evaluate and review the Church's current policy, procedure, and guidelines on preventing child sexual abuse. Contact your legal counsel, insurance representative, and appropriate governmental agencies for recommendations.
 16. The Church Pastor or the Chairman of the Board of Elders are the only ones allowed to speak with the media, public, and other governmental agencies, who have received clearance from the Church's legal representative and insurance company. But in any case, only ONE person is the official spokesman to the public, media, and any governmental agencies.
 17. Advise all members of the Church to avoid giving comments to the public, media, or governmental agencies and to refer all questions to this official spokesman.

X. General Procedures for All Church Employees and Volunteers:

- A. All Church employees or volunteers will watch for any sudden changes in their immediate surroundings concerning a potential child sexual abuse situation and report any of these sudden changes in their immediate surroundings to their Department Heads or the Pastor immediately. In the absence of the Pastor, the employees/volunteers will report the incident to any Elder.
- B. All Church employees or volunteers will honor and respect the right and request of a child to have another adult to accompany him to a certain place (i.e. restroom, places other than their regular meeting room).
- C. All Church employees or volunteers will avoid at all times all acts or actions with which a child expresses being uncomfortable.
- D. All Church employees or volunteers must report any child's allegations of a potential or actual child sexual abuse situation to the Department Head or the Pastor immediately. The Church employee or volunteer will not discuss the incident with the child without the Department Head present. The discussion must immediately be written down and submitted to the Pastor for immediate action.
- E. All Church employees or volunteers agree to cooperate with their Department Head in the investigation of any potential or actual child sexual abuse situation.
- F. All Church employees or volunteers agree to keep all child sexual abuse investigations confidential and private at all times. All Church employees or volunteers agree not to X.

General Procedures for All Church Employees and Volunteers: (Continued)

discuss the incident, in any shape or form with the police, media or, members of the Church.

- G. All Church employees or volunteers agree to keep the identity of the child reporting a potential or actual child sexual abuse confidential and private during the course of the investigation.
 - H. All Church employees and volunteers agree not to retaliate, exercise quid pro quo in any manner, nor treat the child differently as a result of the child's reporting of a potential actual child abuse situation during the course of the investigation.
 - I. Any Church employee or volunteer who is accused by a child of a potential or actual child sexual abuse will voluntarily resign himself from handling or teaching children during the course of the investigation. A Church employee will be placed on an indefinite paid absence until completion of investigation. Upon completion of the investigation, if no reasonable and probable cause was found, and the Church employee or volunteer has been exonerated by the Church or appropriate governmental agencies, then the Church employee or volunteer may return to his original duties or as directed by the Church.
 - J. All Church employees or volunteers agree that refusal to cooperate during the course of the investigation may result in dismissal from the Church and taking appropriate legal actions, including reporting the incident to appropriate governmental agencies.
 - K. All Church employees or volunteers agree to cooperate with any lawful investigation performed by lawful governmental entities approved by the Church.
 - L. Any Church employee or volunteer found to have disclosed a child sexual abuse to anyone other than those with whom he is authorized to discuss it will be reprimanded by the Church. This reprimand *may* include discipline up to removal from the Church activity and termination of Church employment, if a Church employee, or termination of Church membership, if a Church volunteer.
 - M. As a result of any reprimand or termination by the Church, all employees or volunteers agree to release and hold harmless the Church, its Elders, members, employees, other volunteers, agents, representatives, and assigns from all liability, damages, suits, claims, or actions which may result from their negligent actions or activities including but not limited to, disclosing to third parties alleged child sexual abuse incidents, while working for the Church. In addition, all Church employees or volunteers agree that this release extends to all of their respective heirs, agents, representatives, and assigns.
- XI. **General Guidelines on Working With Children:**
- A. Any Church employee or volunteer who is asked by a child to accompany him to the restroom may do so provided (*Nursery workers are to follow "Nursery Guidelines" when changing diapers or assisting young children in the restroom*):
 1. In all situations possible, a female volunteer will accompany children to the restroom, regardless of the child's sex.
 2. The Church employee or volunteer will only assist the child in opening and closing the restroom door, they will then wait outside the restroom.
 3. The Church employee or volunteer will not assist the child in using the restroom without asking another adult to stand nearby to have a clear view of the situation.

XI. General Guidelines on Handling Children: (Continued)

4. The Church employee or volunteer will make sure that the child is escorted safely back to his room.
 5. The Church employee or volunteer will not allow the child to be away from his presence. If another Church employee or volunteer asks you for assistance, inform him that you are waiting for a child who is using the restroom and unless another Church employee or volunteer can be called upon to replace you, or the assistance requested is of a life threatening situation, you may not leave your position. **DO NOT LEAVE ANY CHILD ALONE AT ANY TIME EVEN FOR A FEW MINUTES.**
 6. All Church employees or volunteers agree to respect the child's wishes for privacy when using the restroom.
- B. No child should be allowed to roam around the Church area while the meetings and activities are in progress without an adult employee and/or volunteer present.
 - C. No children will be released to any adult other than his parents or legally appointed guardians. If in doubt, do not be afraid to question the person picking up the child. This fall we are implementing a computer check in system. When parents sign in they will receive a label that they will need to turn in to teachers in order to be able to take their child.
 - D. All Church employees or volunteers are to report immediately any changes in a child's physical makeup, behavioral patterns, or emotional/verbal signs to their Department Head or to the Pastor.
 - E. All Church employees and volunteers agree to observe certain behavioral patterns and parameters in order to avoid embarrassing situations. The appropriate behavioral patterns and parameters are discussed in the next section.
 - F. All Church employees or volunteers agree to watch diligently all children under their care and direction and ensure that they have a child abuse free environment at all times.
 - G. All Church employees or volunteers agree not to help a child pull his pants or fix her dress without another adult present, unless it is his own child. Some children have been known to make up creative stories and you will need to avoid these kind of embarrassing situations.
 - H. All Church employees or volunteers will endeavor to report to their Department Head immediately any child who has been absent from his classroom for over 10 minutes.
 - I. Individual ministries are encouraged to develop procedure manuals, consistent with the provisions of this policy, which provide greater detail and guidance with respect to specific needs and situations. The pastoral staff must approve these procedures.

XII. General Behavior Patterns and Parameters for All Church Employees and Volunteers:

- A. Approved Behavior Patterns and Parameters:
 1. It is fine to express love and care for your children as long as it does not involve touching intimate areas of the body, including but not limited to, the genital areas for both sexes.
 2. It is fine to bend or kneel to the child's eye level while speaking or listening to the child.
 3. It is fine to take a child's hand while leading him/her to a Church sponsored activity, unless the child expresses a fearful response to such an action, then you will have to honor and respect that request.

XIII. **General Behavior Patterns and Parameter for All Church Employees and Volunteers:**
(Continued)

4. It is fine to put your arm around a child who wants to be comforted and needs attention. Make sure that the child is comfortable with such a situation and you know the child very well.
 5. It is fine to pat a child's back or hand for a job well done as long as it is done without a sexual connotation.
 6. It is fine to hold a child's hand or shoulder in order to redirect the child on a certain behavior done in good taste and without any sexual connotation.
 7. It is fine to hold a child's chin or head to get attention and as long as it is done in good taste, without physical harm and without any sexual connotation.
 8. It is fine to carry a child who is hurt, tired, or crying, upset, or needs comforting. Make sure it is done in good taste and without any suggestions of sexual connotation.
- B. Unapproved Behavior Patterns and Parameters:
1. Touching the child in any of his intimate areas, which includes, but is not limited to, his/her genital areas. Nursery workers are to follow "Nursery Guidelines" when changing diapers or assisting young children in the restroom.
 2. Touching the child in areas that the child has verbally requested not to do.
 3. Kissing, asking, or coaxing a child to kiss you, unless the child volunteers it. Forcing or making suggestions that a child kiss you is unacceptable.
 4. Discussing any sexual matters with a child.
 5. Asking, coaxing, or forcing the child to sit in your lap.
 6. Touching any parts of a child's body in an intimate and sexual manner.
 7. Assisting the child in using the restroom, even if you are of the same sex!
 8. Promising any child a gift in exchange for sexual favors.

Emmanuel Bible Fellowship Nursery Volunteer Guidelines & Procedures
(Revised 9/14/15)

CHECK IN:

SAFETY FIRST Only qualified, screened, and trained workers are authorized to work in the Nursery. Admittance to the nursery is granted to approved/designated workers, to children placed in the Nursery by parents/caregivers, and to parents/caregivers themselves, if requested, and granted by nursery personnel.

Each Service, begin Nursery by opening the top of nursery entrance door. The bottom half door remains closed with the plastic nursery gate in place. (We will get a latch to keep the top opened and a lever-door lock to keep the bottom locked in near future.) The parent/caregiver will hand the child over the top of the door with diaper bag. Ask what we in the nursery should know, if there is anything special today that we should know about their child. Make sure nursery door is locked right behind them, if they should come thru the door to help the child transition, even for a short time. Always watch the door to keep children from trying to escape. **BE SURE TO CLOSE the DOOR every time door opens (and LOCK THE DOOR once we get lock in place)**

Never let a baby/child leave the nursery by themselves! Always be aware of the number of children and babies placed in your care and be on constant lookout for their safety. It is your responsibility to be vigilant, watching the doors, and watching out for the children's security from the moment the baby/child is entrusted into your care to the time when they are picked up and leave the nursery. And of course, during all the time in the nursery, keeping them safe while they explore and play.

GATHER INFORMATION Take the time to talk with parents, noting helpful information. Have them write their cell phone number on sign-in sheet and remind them to put their cell phone on vibrate. Make a note of things that will help the child, like the color of their binkies, favorite toy, allergies, etc. It is very helpful if diaper bag, bottle, etc. have child's name (labels and nametags coming.)

CHECK OUT:

Only parents (parent or caregiver who left the child) are allowed to pick up child at end of service. If someone else comes, ask them to wait until parent that left child returns. Gather the diaper bags, cups, bottles, blankets, binkies, etc. to give them. This is a time to be especially careful of the door – locking and re-locking after each entry or departure and not letting any little one to go out without their parent or caregiver.

All nursery workers will help with clean up. Put toys away. It is best not to clean up too early as it makes the children anxious. You are responsible, not only for the children, but also for the Nursery room. Leave the room cleaner than you found it. When you leave, be sure the room is ready for the next event.

WORKER RATIO Our goal is a minimum of at least two workers. If a worker has not arrived, ask a trusted mom or another woman on the church staff to stay to help until the other worker(s) arrive so that there are at least two adult women workers present at all times. The lead worker will be sure that worker/child ratios are satisfactory. Do not take in more children than you can safely care for. Children from birth to up to two years of age are cared for Sunday mornings in the Nursery. On Wednesday evening and special events, the children's ages may be from birth up to three years old.

STAFF/CHILD RATIO

Our goal is a minimum of at least two adult women workers with the following ratio:

Staff Child Ratios for Child Care Centers					
Staff/Child Ratios by Age Group					
Age	6 months	9 months	18 months	27 months	3 years
Washington State Guidelines	1:4	1:4	1:7	1:7	1:10

If you have more children than you can safely handle, please ask a trusted mother to stay and help. You may put up the 'Nursery is Full' sign and turn away any new additions if you feel you are at full capacity. If the other worker does not arrive at all, ask someone to check with the Sunday school superintendent to see if help might be obtained from the children's department, in order to allow 'trusted mom's temporary help' to leave.

Worker Policy of No Male workers in Nursery

Nursery age caregiving has a "no male worker" policy in place (no boys or men as workers.) Risk Prevention Policy Seminar by the Church's Brotherhood Insurance shows statistics of over 90% of abusers are male. This policy has been in place for years in the nursery to insure against abuse and is in keeping with the Pastor's Policy for Nursery. Men and boys are welcome and encouraged to serve in older children ministries.

Nursery Safeguards

As a safeguard, everyone else, including friends, relatives, older siblings, older children, church members, and regular attendees who are not designated workers, are not allowed to be in the nursery for safety purposes. Please keep visiting to a minimum or make plans to catch up later with those who stop by to chat. There may, of course, be exceptions. Note: Use common sense to decide when and who may pose potential problems or dangers, and as such, do not allow access into the nursery. Do not bring in items into the nursery that are unsafe or pose a choking hazard for babies/children such as but not limited to: marbles, small toys, crayons, super balls, scissors, beads, craft, etc.

BE ON TIME and/or Notify if Unavailable

Please arrive a few minutes before your scheduled time to work. When children arrive, we need at least two adults to receive children (in keeping with safety guidelines). If you are ill or unable to attend, please call, text, email, message me or another worker, ahead to make a trade or let me know someone else is needed. Keep your schedule handy for this reason, so you can be sure to message, call, or email another worker to make a trade as early as possible. My email, home and cell phone are on the schedule.

WELL BABY NURSERY

Only accept well and healthy children into the Nursery with no signs of illness (no severe runny nose, no cough, no fever, no rash, etc). *See end of document for more information on Well Baby Nursery. Ill children will probably be unhappy plus they may present risk of exposing you and other children to contagious illnesses.

HELPFUL TIPS FOR WORKING IN THE NURSERY ROOM:

WATCH the children at all times, talk with them, help them discover different toys, and redirect any problems. Keep conversation between workers light so that you can focus on children. Make all conversations appropriate for all to hear.

ANNOUNCE to other worker(s) if you step into the back room to get cheerios, etc – so everyone is aware there are fewer eyes watching out for the children.

GENTLE USE OF DISCIPLINE Redirect in love with gentleness, make use of redirection by using highchairs for snacks and reading books for distraction and offering alternative toys to play with. Nursery workers will never use any means of corporal punishment, spanking, yelling, belittling, or public scolding. If you observe any, please let me know.

UNRULY BEHAVIOR Unruly behavior is not unusual for small children. Engage and redirect the child in another activity to protect all the children in the Nursery. Distract child with a toy or book, give a snack in highchair, or anticipate problems and head off. Acceptance and calm understanding help a child to feel secure and regain self-control.

UPSETTING ACTIONS What to do if a child is hurt or upset by another child's actions - If an action occurs such as a child hits another child or one child takes another child's toy, let the offending child know that their action has hurt the other child. Remind the child to use a soft touch with their hands. Express sympathy and comfort to the child who has been hurt. Use words and actions the child may imitate. Speak calmly and matter-of-factly, "Billy, you hit Suzie. We do not hit, we are kind to our friends." If indicated, go on to say, "She is crying because she was hurt. Let's say "Sorry" and let's give her back the toy." Older children may benefit from "Let's ask Suzie if she would give you the toy when she's done with it. 'Suzie, will you give Johnny the toy when you are done?' " Something like this will help calm situation and give the child the tools to solve their dilemma in the future. This works best in calm, reassuring manner. There is no need for further reference to the incidence (up to your discretion if share it with the parents.)

CRYING BABIES If a baby should cry for a lengthy period, say 10 minutes, without being able to be comforted or distracted, then contact the parent. Do not let a baby cry for more than ten minutes since they may associate crying with nursery and not want to come next time. Cell phones are great way to contact parents or you may need to send someone to retrieve the parents. (Soon we'll have an electronic nursery pager system)

DIAPER CHANGING Diaper-changes are performed in main nursery room by workers. (Parents may change their child's diaper and use the supplies and station in nursery.) Diaper changing stations are in both women and men bathroom for families to use.

WORKERS change the child's diaper on tip-out station in Nursery MAIN ROOM.
We follow steps listed and change a child's diaper only if necessary.

1. ALWAYS Buckle child onto the changing station table. No exceptions.
2. Do not turn your back on child for any reason or leave child unattended for any reason! No exceptions.
3. Always wear gloves. Use baby wipes to clean the child and place wipes, soiled diaper, and gloves in Ziploc bag (*to be disposed in garbage in back room)
4. When finished with diaper change, place child on floor to return to play.
5. Disinfect changing station table with Lysol Wipes. Replace the paper pad on station table so it is ready to go for the next change
6. *Take the Ziploc bag and disinfecting wipes to garbage in back room. Wash hands in back room or use Purell hand sanitizer at the station.

RESTROOMS This is an area in which we need to be sensitive to child's ability and desires. The restroom is in the main area of the nursery. If child needs to use the toilet, the worker will help child to the toilet then stay near bathroom in case child needs help. Toddlers should not be left alone to use the bathroom and the worker may wait on either side of the half door. The worker can assist when needed. Assist or remind child to flush toilet, assist in pulling up pants, pull-ups, etc., if necessary. Assist or remind child to wash hands. The half door allows ability to be available yet keep others out.

SNACKS Cheerios are the snack used in nursery. During snack time (you decide when best), buckle (always!) children in highchairs. *Sippy cups of water and* cups of Cheerios are prepared ahead and are available to pass out. Keep sippy cups and containers of Cheerios in the white cupboard so they are within reach of main room but not within reach of children, etc. If you need to step into the back room, please **ANNOUNCE** clearly to the workers in the main room. **ANNOUNCING** allows for all the workers to be aware that there are fewer eyes watching the children. Please label child's name on sippy cups with sticker. Do not allow children to walk around with snack or drink. This is unsafe, unsanitary, and messy. Children are done eating and drinking when they want to go play. (Peanut products not allowed in the nursery due to possible food allergies and choking hazards. Small food items such as raisins etc. are also discouraged.) Please do not accept other snacks into nursery as other children may be allergic to them or may cause issues. Occasionally exceptions may be made to this policy at parent's request. Absolutely no candy, no peanuts, no peanut butter, or no peanut products!

WORKER TIPS FOR CHILD SAFETY IN THE NURSERY ROOM:

Hot drinks should never be taken into the Nursery in order to prevent potential burns. If a worker brings in a drink, please keep out of harms way and store on the shelf in the back room (still can reach it on shelf or can step into back room to drink.)

If an emergency occurs, call or request someone to call 911, locate the parents, send for anyone who may be trained and certified in CPR and First Aid.

In case of fire, gather all babies and children (count them to make sure all are gathered) and place all children into the crib with wheels. Take them out the door and across to Church Office. Parents can pick up children there. Double-check Nursery before leaving.

Other emergency procedures: If an earthquake occurs, get under anything, stay away from windows. When the shaking stops, leave the building with all babies/and children and do not re-enter until the building has been declared safe. Wait in an area clear of wires and buildings and keep children safe. Wait across street in parking lot or church office area until all children/babies are picked up by parents.

Lock down procedures: Lock both front doors, contain and entertain children in back room away from windows until danger is past and all is cleared by authorities

POLICIES FOR YOUR PROTECTION: Our highest priority is, of course, the safety of the children we care for. At the same time, we are concerned about the safety and reputation of the adults who volunteer to make this ministry possible. There could be some, however, who come in with impure motives. We have therefore developed these procedures to make it very difficult, if not impossible, for abuse to occur. The church's policies and procedures help insure everyone's safety. Two adult women workers provide the best situation for protection as a witness and accountability safeguard.

HIGHEST STANDARDS FOR WORKER BEHAVIOR Workers should always hold themselves and others to the highest standards of Godly conduct, being an example of obedience, respect, and honesty to young children, families, staff, and community.

Workers will not be involved in any inappropriate activity with children, such as extended hugging, kissing, inappropriate touching, or being alone with a child. Workers should not do anything that someone could easily interpret as inappropriate behavior.

All workers must fill out a Volunteer Application and WSP form, and provide a valid picture I.D. which will be kept on file in the office. All workers should be members of EBF or plan on becoming a member in the future, or be under the authority of another church. Complete Risk Prevention Policy training yearly. As a worker, please read and be familiar with Nursery Guidelines and the Risk Prevention Policy/Procedure Notebook. Church staff will conduct interviews with new workers and pursue reference checks.

REPORTING OF INCIDENTS If any incident occurs of injury or abuse, please refer to the Risk Prevention Policy Manual for complete information on reporting, to find the needed forms, etc. Let me know as soon as possible and I will obtain necessary forms.

If there has been an injury to a child, fill out the incident report form. Give as much information as possible before the memory fades, protocol will be to inform Nursery Coordinator and Ministry Staff and the parent, and explain how you dealt with situation.

You are important! As you serve in the Nursery, You are the model and Example of the Love of God to these little ones. As a worker in a ministry position, you are important! Always strive to love and exhort each other in pursuit of excellence in service for our Lord. We desire to insure that each child and family receives a positive experience in a church setting. Minister to those most highly regarded by Christ Himself by showing unconditional love. Attempt to provide the best possible atmosphere of safety, love, and encouragement, where children can explore their surroundings and their emotions.

FINALLY When you leave room, be sure you leave it in order, as clean and orderly, as you found it, or even better, and ready for the next event.

1. Put toys on shelf. Wipe with disinfecting surface wipe any toys chewed on.
2. Put toys needing further cleaning in tub in back room.
3. Wipe down the surfaces of highchairs & surfaces with Lysol Wipes as needed.
4. Re-fill cheerios containers as needed.
5. Wash and bleach Sippy cups as needed.
6. Turn off lights.
7. Close and lock door when leave
8. Take garbage bag with dirty diapers to outside trash bin

Note: Below follows>Well Baby Nursery Policy and Guidelines for Parents page>

WELL BABY NURSERY

Influenza and many other infections tend to spread rapidly through schools and communities during this time of year. Let us each do our part not to “share” our sicknesses with one another through the following guidelines from the CDC:

1. **Improve hand hygiene.** Wash hands often with soap and water or an alcohol-based hand cleaner, especially after coughing or sneezing. Teach your children proper hand washing skills.
2. **Cover coughs and sneezes.** Proper respiratory etiquette is to cover noses and mouths with a tissue when coughing or sneezing or a shirt sleeve or elbow if no tissue is available.
3. **Fever free for 24 hours.** The Center of Disease Control recommends that an individual “should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs.”
4. **Stay home if sick.** If you (or your child) have any signs of fever or influenza-like symptoms please stay home or keep your child at home. Flu-like symptoms include the following:
 - Fever
 - Headache
 - Extreme tiredness
 - Dry cough
 - Sore throat
 - Runny or stuffy nose
 - Muscle aches
 - Stomach symptoms, such as nausea, vomiting, and diarrhea, also can occur but are more common in children than adults.
5. **Get vaccinated.** Please consider the seasonal flu vaccination and the H1N1 flu vaccination for your family when they become available. People at higher risk for complications from influenza include pregnant women; children under 5 years of age; adults and children who have chronic lung disease (such as asthma), heart disease, diabetes, diseases that suppress the immune system and other chronic medical conditions; and those who are 65 years or older.

These guidelines and more information can be found at www.cdc.gov/flu/

Nursery Guidelines for Parents and Visitors

The Nursery has been set up with your child in mind. The organized and efficient policies of our Nursery helps make your child’s time in the Nursery more secure and enjoyable. We need the help of everyone,

especially the parents. The safety of your children and their well-being has been considered in setting up the following rules:

1. Only designated workers are allowed to stay in the Nursery.
2. Only children from birth up to two (or three on Wed) allowed in the Nursery.
3. Please do not leave your child if he/she is ill (fever free for 24 hours etc.)
4. Inform us of any food allergies and/or sensitivities to any items your child has.
5. Inform us if it is okay for your Child to be taken to the bathroom by a worker.
6. Label all items with your child's name and your contact information.
7. Only parent (caregiver) dropping off child is permitted to pick up child.
8. We offer a snack consisting of cheerios and sippy cup of water. Please label your baby's bottle, sippy cup, and diaper bag.
9. It is easier on other children if you do not send alternative snacks.
10. No men are allowed to work in Nursery, however Dads are welcome in the Nursery to care for their own child's needs, diaper change, transition, etc.
11. When dropping off or picking up your child, we will hand child over door. It is for the safety and well being of all the children to limit opening the door. Children try to slip out. We will lock door upon entry and departure.
12. If there is a problem, please talk to the Nursery Coordinator.
13. We encourage all moms and grandmothers and women in the church to volunteer to work in the Nursery to help the workload to be light on everyone.

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VOLUNTEER STAFF APPLICATION
Emmanuel Bible Fellowship - Children/Youth Ministries
TO BE FILLED OUT BY VOLUNTEER

Name: _____
First MI Last

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ E-mail address: _____

Marital Status: Single Married Separated Divorced Widowed

Children Living with You: (Names and Ages):

Name	Age	Name	Age	Name	Age

Date of Birth: _____ Drivers License No.: _____ State: _____ Commercial? Yes No

Social Security Number: _____ Occupation: _____

Hobbies: _____

Employer Information:

Name: _____ Address: _____

City: _____ Zip Code: _____

INTEREST IN CHILDREN'S MINISTRIES:

- Wherever the need is Vacation Bible School Nursery
 Kid's Choir AWANA Junior High Youth Group
 High School Youth Group Sunday School

Preferred Age Group: Infant/Toddler Pre-school Primary (1st-3rd Grade)
 Junior (4th-6th Grade) Junior High High School

Why do you desire to serve in children's ministries here at Emmanuel Bible Fellowship?

What about children/youth ministries do you especially enjoy? _____

Write a brief testimony about how you became a Christian. _____

How would you explain the gospel to a child? _____

What do you do when you have a conflict with someone? How do you handle confrontation? _____

VOLUNTEER STAFF INFORMATION (Continued)

About how long have you been attending EBF? _____

Are you a member of Emmanuel Bible Fellowship? Yes No If no, please explain: _____

Are you serving in other ministries here at EBF? Yes No If yes, please list: _____

Have you had any previous TRAINING OR EDUCATION in children/youth ministries? Yes No
If yes, please explain:

Type of Training	School/ Church	Address	City, State, Zip Code	Telephone

Please list previous EXPERIENCE ministering to children or youth, Church or non-Church:

Your Role/ Experience	Church/ Organization	Address	City, State, Zip Code	Telephone

Please provide the name, address, and phone number of two references who have knowledge of your qualifications to work with children. References may not be a relative. Emmanuel Bible Fellowship will contact both references.

Reference Name	Relationship	Address, City, State, Zip	Email	Telephone

May we have a Washington State (or other if in state less than 10 years) background check done on you? Yes No

“Behold Children are a Gift of the Lord...” Psalm 127:3

CHILDREN/YOUTH MINISTRIES SAFEGUARDS OF CARE:

- ❖ Children’s ministries observe the “two staff” rule. This partnership in ministry encourages and protects all parties so that workers are not alone with children or youth.
- ❖ Corporal punishment (physical forms of discipline), harsh words, or threats are not to be used. Please consult the ministry director with specific discipline questions.
- ❖ An individual who has been convicted of, *or committed* any form of child sexual or physical abuse can not volunteer service in any ministry for children or youth.
- ❖ Any behavior, which seems abusive or inappropriate, should be reported to the ministry director.

As a volunteer with children or youth, do you understand and agree to observe the safeguards of care noted on this form? Yes No

Have you ever participated in, or been accused, convicted of or pleaded guilty or no contest to abuse or any sexual misconduct? Yes No

Have you ever been convicted of any criminal offense of any kind?
 Yes No

Thank you for taking the time to complete this application!

Applicant’s Signature	Reviewer’s Signature
Printed Name: _____	Printed Name: _____
Date: _____	Title: _____ Date: _____

CONFIDENTIAL RECORD/REFERENCE CONTACT
Emmanuel Bible Fellowship - Children/Youth Ministries
TO FILLED OUT BY REVIEWER

Applicant Name: _____

Date	Time	Church/ Organization	Contact Name	Telephone	Reviewer's Name

Method of Contact: (Attached copies of letters and/or e-mails to sheet for future reference.)

Telephone Letter Personal Conversation E-mail address: _____

Other: _____

Note: When calling, please identify your name, position. Explain that you are doing a standard reference call for our Children's Ministries volunteer staff. Note that "Sue Smith" (Applicant's name) mentioned them as a reference and gave us permission to check with them. Ask, "How do you know Sue?"

Background/knowledge of applicant: _____
 "Thank you for speaking with me. Could you please comment on the applicant's suitability and fitness to work with children?" If hesitant, explain to the individual "Sue has specifically agreed in writing to our asking this question." Summarize their answer. If comments are unfavorable, try to identify any specific reasons. If the person refuses to comment, note that as well. Thank them for their help.

Summary of conversation: _____

Reviewer's Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with **Emmanuel Bible Fellowship**, I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by EBF for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Emmanuel Bible Fellowship or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

Residents of Washington State only:

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.

SIGNATURE

TODAY’S DATE

LAST NAME _____
FIRST NAME _____
MIDDLE NAME/INITIAL

HOME ADDRESS

CITY _____
COUNTY _____
STATE _____
ZIP

SOCIAL SECURITY NO. _____
DRIVER’S LICENSE or STATE ID _____
STATE ISSUED

EMAIL ADDRESS _____
Phone

For identification purposes only, please provide FULL Date of Birth (xx/xx/xxxx): _____
Please List Other Names Used _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;

- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

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- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
 - **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
 - **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Checklist of Completed Forms
Emmanuel Bible Fellowship - Children/Youth Ministries
TO FILLED OUT BY REVIEWER

- 1. They have read “Behold Children are a Gift of the Lord...” and agree to our philosophy of ministry to children. Yes No
- 2. They have completed the Volunteer Staff Application Yes No
- 3. You have completed the Confidential Record – Reference Sheet Yes No
- 4. They have filled out the WA State Patrol Background check Yes No
- 5. We have received the go-ahead from background check analysis Yes No

They have also:

- 1. Read the complete Risk Prevention Policy and Procedure Notebook and signed the log in the book that they have done so. Yes No
- 2. Been interviewed by the appropriate Department Head. Yes No

Notes

 Reviewer’s Signature
 Reviewer’s Printed Name: _____
 Reviewer’s Title: _____
 Date: _____

 Approver’s Signature
 Approver’s Printed Name: _____
 Approver’s Title: _____
 Date: _____

 Applicant’s Signature
 Applicant’s Printed Name: _____
 Date: _____

 Approver’s Signature
 Approver’s Printed Name: _____
 Title: _____ Date: _____

INCIDENT REPORT

Emmanuel Bible Fellowship

This report must be completed within 24 hours after the incident. All inquiries of any type should be reported to a supervisor immediately. Complete one incident report per individual involved.

Name of person involved in incident: _____
First MI Last

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ E-mail address: _____

Was anyone injured during the incident? Yes No

Is the person an employee of **EBF**? Yes No A volunteer? Yes No

Employee(s)/ volunteer(s) name and job title: _____

Was the injury job related? Yes No

Were they instructed in the hazards of their job? Yes No

Date of incident: _____ Time of incident: _____

Location of incident: _____

Nature of injury, if any: _____

Was there damage to EBF property? (Describe): _____

Was theft or vandalism involved? (Describe): _____

Were the police notified? Yes No If yes, please provide the following:
Police report number: _____ Reporting officer's name: _____

Reporting officer's badge number: _____ Reporting officer's department phone #: _____

Was the individual's insurance carrier notified? Yes No If yes, please provide the following:

Carrier name: _____ Policy number: _____

Agent's name: _____ Phone number: _____

Claim number: _____ Describe incident in detail: _____

What caused the incident? _____

INCIDENT REPORT (Continued)

Witness(es) to incident (attach written testimony):

Witness Name	Address	City, State, Zip Code	Telephone	Written Testimony Attached
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

What help was received? First Aid Sent Home Sent to Doctor Sent to Hospital

Other (describe): _____

If yes to any of the above, provide the date and time and the action taken: _____

If First Aid was received on location: (please provide the following)

Name of attendant: _____ Company Name: _____

Telephone Number: _____ Describe treatment given: _____

If sent to Doctor/Hospital: (please provide the following)

Name: _____ Address: _____

City, state, zip code: _____ Telephone Number: _____

Attending physician: _____ Telephone Number: _____

Describe treatment given and attach copy of physician's statement: _____

Copy of physician's statement attached: Yes No

Days/hours of work time lost due to injury: _____ Days/hours of restricted work activity: _____

What can be done to prevent recurrence? _____

INCIDENT REPORT (Continued)

What has been done to prevent recurrence? _____

Signature of Person Involved **Signature of Church Representative**
Printed Name: _____ **Printed Name:** _____
Date: _____ **Title:** _____ **Date:** _____

Administration Office Use Only:

Received by: _____ **Date:** _____

Insurance Notified By: _____ **Date:** _____ **Time:** _____

Carrier Name: _____ **Agent Name:** _____

Date Insurance Incident Report completed: _____ **By:** _____ **Date Mailed:** _____

Copy of Police Report: **Date Requested:** _____ **Date Received:** _____

Notes: _____

NON-INCIDENT REPORT**Emmanuel Bible Fellowship**

This report must be completed within 72 hours after the knowledge of a known predator on the Church premises. All inquiries of any type should be reported to a Pastor, or Elder Chairman immediately. Complete one non-incident report per individual involved.

Name of person involved in non-incident: _____

First MI Last

Address: _____

City: _____ State: _____ Zip Code + Postal Code: _____

Home Phone: _____ Work Phone: _____ E-mail address: _____

Was anyone injured during the non-incident? Yes No

Is the person an employee of **EBF**? Yes No A volunteer? Yes No

Employee(s)/ volunteer(s) name and job title: _____

Was the injury job related? Yes No

Were they instructed in the hazards of their job? Yes No

Date of non-incident: _____ Time of non-incident: _____

Location of non-incident: _____

Nature of injury, if any: _____

Briefly Describe the non-incident in detail: _____

What caused the non-incident? _____

Were the police notified? Yes No If yes, please provide the following:

Police report number: _____ Reporting officer's name: _____

Reporting officer's badge number: _____ Reporting officer's department phone #: _____

NON-INCIDENT REPORT (Continued)

What action was taken? Counseling Arrested Probation Incarcerated

Other (describe): _____

If yes to any of the above, provide the date and time and the action taken: _____

If sent to Counseling: (please provide the following)

Name: _____ Address: _____

City, state, zip code: _____ Telephone Number: _____

Describe treatment given and attach copy of physician's statement: _____

Copy of Counselor's statement attached?: Yes No

What can be done to prevent recurrence? _____

NON-INCIDENT REPORT (Continued)

What has been done to prevent recurrence? _____

Signature of Person Involved _____ Signature of Church Representative _____
Printed Name: _____ Printed Name: _____
Date: _____ Title: _____ Date: _____

Administration Office Use Only:

Received by: _____ Date: _____

Insurance Notified By: _____ Date: _____ Time: _____

Carrier Name: _____ Agent Name: _____

Date Insurance Non-Incident Report completed: _____ By: _____ Date Mailed: _____

Copy of Police Report: _____ Date Requested: _____ Date Received: _____

Accountability Member Assigned: _____
First MI Last

Address: _____

City: _____ State: _____ Zip Code + Postal Code: _____

Home Phone: _____ Work Phone: _____ E-mail address: _____

Counseling Session Dates: _____, _____, _____, _____, _____, _____

Notes: _____

Medical Emergencies will be the most common thing you face!

First aid includes assessments and treatments that can be performed by a layperson (the patient or a bystander) with minimal or no medical equipment. First aid should never delay the activation of the Emergency Medical Services (EMS) system or other medical assistance, if needed. Parts of this first aid guide are derived from "Guidelines for First Aid", published on 11/2/10 jointly by the American Heart Association and the American Red Cross.

All medical emergencies occurring on campus should be reported immediately by calling 911. Medical emergencies include:

- Any life-threatening situation.
- Loss of consciousness.
- Chest pain.
- Excessive bleeding.
- Seizures.
- Head injury.
- Compound fractures.
- Allergic reactions with shortness of breath, excessive swelling.
- Ingestion or inhalation of a toxic substance.
- Lacerations of the eyeball.

Quick Response

- Dial 911
- Do not move victim unless safety dictates.
- If trained, use pressure to stop bleeding.
- Use CPR if no pulse and not breathing.

State that medical aid is needed and provide the following information:

- Location of injured person (which building, room number, etc.).
- Type of injury or problem.
- The individual's present condition.
- The sequence of events leading to the emergency.
- Medical history and name of injured person's doctor, if known.

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- Stay on the phone with the dispatcher.

Calling for Help

In a medical emergency, activate the Emergency Medical Services (EMS) system by calling 911.

Body Substance Isolation

It is recognized that some infections may be carried and transmitted in a person's body substances, including blood, saliva, urine, feces and tears. While intact skin is a generally effective barrier against outside contagions, it is recommended that any provider, lay or professional, avoid direct contact with the body substances of another person. Keep in mind that you can be exposed by touching, splashing, spraying (i.e. a sneeze or cough), and that exposure may occur by skin contact or contamination in the eyes, mouth or nose. Body substance isolation refers to the practice of wearing or using barriers such as medical gloves or a CPR mouth-to-mouth barrier device.

Positioning the Victim

It is best to allow only trained rescuers to move a victim. Especially important: a victim that may have a spinal injury could be paralyzed if moved improperly. There are, however, a few notable exceptions:

- a. If there is immediate peril to you and the victim, it may be necessary to relocate the victim to a safer place.
- b. If you need to perform CPR it may be necessary to roll the victim onto their back.

Medical Emergencies

Breathing Difficulties

Difficulty breathing may be caused by a number of medical problems, including asthma or allergic reactions. This is a serious emergency and requires the immediate activation of EMS.

1. Call 911 to activate EMS
2. You may be able to assist the victim under the following conditions:
 - The victim states he/she is having an asthma attack and has medication or an inhaler.
 - The medication is prescribed to the victim.
 - The victim identifies his/her medication but is unable to administer it without assistance.
 - Allow the victim to sit upright, or in the position that is most comfortable.

Allergic Reaction (Anaphylaxis)

A victim of an allergic reaction may experience swelling (especially of the face), breathing difficulty, an itching rash, shock and even death. This victim may have a history of allergic reactions and may carry an epinephrine auto-injector (also known as an Epi-Pen™) or the allergic reaction could be the victim's first.

Seizures (Convulsions)

The objectives during a seizure are to prevent further injury and to help maintain an open airway. Most seizures will stop on their own after a few seconds.

- Call 911 to activate EMS.
- Do not restrain the victim during the seizure. Move furniture away to protect the head.

- Do not place anything in the victim's mouth. Tongue biting, which may be typical of a seizure, occurs at the beginning. Placing something in the victim's mouth is futile to prevent tongue injury, and may cause the victim to choke.
- After a seizure the victim may be unconscious, confused or lethargic. Place the victim on their side to allow oral secretions to drain out, and reassure the victim.

Heart Attack

A heart attack is normally characterized as severe chest pain, but may be indicated by a number of other, more subtle signs. Learn to recognize the signs, and activate EMS immediately if you suspect someone may be suffering from a heart attack.

- Chest discomfort. Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- Discomfort in other areas of the upper body. Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- Shortness of breath with or without chest discomfort.
- Other signs may include breaking out in a cold sweat, nausea, vomiting or lightheadedness.

As with men, women's most common heart attack symptom is chest pain or discomfort. But women are somewhat more likely than men to experience some of the other common symptoms, particularly shortness of breath, nausea/vomiting, and back or jaw pain.

Take action:

- Call 911 to activate EMS.
- Allow the victim to sit up, or in the position that is most comfortable.
- Reassure the victim that help is on the way.
- Monitor the victim and perform CPR if the victim becomes unresponsive or lacks normal breathing.

Stroke

A stroke is a blood clot or bleeding in the brain and is a serious medical emergency. Learn to recognize the signs of a stroke, and activate EMS immediately if you believe someone may be suffering from a stroke. Remember **FAST**:

- **F**acial weakness—can the person smile? Is there drooping of the mouth or one or both eyes?
- **A**rm weakness—can the person raise both arms?
- **S**peech problems—can the person speak clearly and understand what you say?
- **T**ime is critical—call 911 to activate EMS.

Injuries

Bleeding

Control of bleeding is one of the few first aid actions by which you can have a major positive effect on outcome.

- Call 911 to activate EMS.
- Control bleeding by applying direct pressure over the bleeding area until bleeding stops or EMS rescuers arrive.
- Avoid contact with another person's blood by using medical gloves.
- Apply pressure firmly and for a long time.

It is best to apply manual pressure on a gauze bandage or other piece of cloth placed over the bleeding source. If bleeding continues, do not remove the gauze; add more gauze on top and continue to apply pressure.

Cuts and Scrapes

Clean the wound with clean, running tap water with or without soap for at least 5 minutes. Application of an antibiotic ointment and a dressing after cleaning has been shown to help wounds heal better. However, do not apply an antibiotic ointment if the victim has known allergies to the antibiotic. Call for EMS or seek medical attention if necessary.

Burns

Burns Caused by Heat

Immediately cool the burn in cold, running water and continue at least until pain is relieved. Do not use ice, as this may freeze skin and cause more damage. Do not pop burn blisters, do loosely cover them with a sterile dressing. Call for EMS or seek medical attention if necessary. Always activate EMS for burns of a large area, or for burns affecting the face, hands or genitals.

Burns Caused by Electricity

Electrical burns are usually internal, and only a small outside burn may mask a large area of damage inside the victim.

- Call 911 to activate EMS.
- Consider your own safety first! Do not approach or touch the victim until the power has been turned off.
- Once the power is off, assess the victim to determine if CPR is needed.

Burns Caused by Chemicals

- Call 911 to activate EMS.
- Brush powdered chemicals off the skin with a gloved hand or piece of cloth.
- Remove contaminated clothing, being careful not to contaminate yourself in the process.
- In the case of acid or alkali exposure (low pH or high pH) to the skin or eye, immediately irrigate with water, and continue to irrigate until EMS arrives.
- It is also helpful to provide EMS with a copy of the Material Safety Data Sheet (MSDS) for the chemical involved.

Sprains, Strains, Bruises and Broken Bones

- Call 911 to activate EMS.
- Do not attempt to move or reposition a victim with a serious muscular, bone or joint injury.
- Apply a mixture of ice and water to the injured area, being sure to place a thin towel or other cloth between the mixture and the skin to prevent freezing of skin. Apply ice for 10-20 minutes at a time, to prevent skin from becoming too cold.
- If the injury includes open skin, cover the wound with a dressing. Do not attempt to push protruding bones or tissue back into the skin.

Dental Injuries

Dental injuries include chipped teeth or a tooth that is knocked out.

- Seek medical attention at a dentist or emergency room, or activate EMS.
- Handle knocked-out teeth by the part of the tooth that touches chewed food. Avoid touching the root, or the part of the tooth that's normally embedded in the gums.
- A knocked-out tooth could be a choking hazard.
- Clean wounds inside the mouth with water. Avoid swallowing blood.

-
- Stop bleeding by applying pressure with a piece of clean cotton.
 - Do not scrub knocked-out teeth. Rinse it in water, then place it in milk or clean water if milk is not available. Bring the tooth with you to the emergency room or dentist.

Poison Emergency

Poisons may be ingested, inhaled or absorbed through the skin, eyes or mucus membranes. Treatment for different types of poisons varies, and there is no general recommendation that can be made other than activating EMS and contacting the Poison Help hotline of the American Association of Poison Control Centers.

- Call 911 to activate EMS.
- Contact the Poison Help hotline at 1-800-222-1222.
- Do not give the victim anything to drink or eat unless directed to do so by the Poison Help hotline.
- Do not cause the victim to vomit unless directed to do so by the Poison Help hotline.

Public Health Emergency

A public health emergency exists when campus air, drinking water, or food is contaminated with one or more hazardous agents such as chemicals or pathogens that could or will result in disease or injury impacting large numbers of people. Likewise, other campus wide incidents such as pest infestations or failure of the sewage system also have the potential to result in disease or injury that would be significant to communities. Actions will be taken to notify the EBF community of these conditions as soon as EBF leaders become aware of an outbreak of such an emergency.

The following types of outbreaks or epidemics represent public health emergencies:

- Communicable disease: widespread disease for which vaccination is not available
- Foodborne disease: gastrointestinal illness
- Waterborne disease: microbiological or chemical agents
- Injuries resulting from infestation with insects, rodents or other pests (ex. Bedbugs)
- Infectious disease resulting from contact with sewage or other human wastes.

EBF has a responsibility to be aware of the public health significance of utility failures, reports of unusual diseases or injuries, or an unusual frequency of certain diseases and injuries. EBF will work closely with local and state agencies such as the Washington State Department of Public Health to respond quickly and effectively to public health emergencies that occur at EBF or in the neighboring community.

Responding to extreme violence in the Church and protecting our children

**As leaders we should always be on the lookout for a DLR = Doesn't Look Right

What could be characteristics/behaviors of a DLR in our building or on our campus?

What should you do if you see a DLR?

- Take notice of where they are or are going? Don't lose sight of them.
- Tell someone else
- Either you or someone else need to engage the DLR and be friendly. Take another person with you.
- Say to them, "Hi my name is _____ can I help you?"
- Listen carefully to how they respond to determine their mental state, behavior, etc.
- If you can help them, then help them.
- If they are getting hostile, agitated or not cooperating, take appropriate action to ask them politely to leave the building or campus.
- Call the police if the person continues to cause problems, makes a threat does not leave or returns after you've asked them to leave.
- *Bottom Line: We have to take action to protect ourselves and others. Have someone deal with a DLR. Don't ever let them leave your sight.*

Active Shooter Emergencies

*****We are the first responders. Extreme Danger Gap (1st 30—90 seconds)**

If there are reports of an active shooter on campus

- If it is possible to escape the building and campus safely and avoid danger, do so by the nearest exit.
- These situations are incident specific. Each individual will have to make a decision based on the available information (your location, location of the incident, etc.).

If you hear shots fired:

Get Out!

- Move quickly - do not wait for others to validate your decision.
- Leave your belongings behind.
- Survival chances increase if you are not where the shooter is or if you go where the shooter can't see you.

Call Out!

- Once you are in a safe location, call 911 or pull fire alarm.
- Advise others in the immediate area to stay away from the shooter's location.

Hide Out!

- If you can't get out because the shooter is between you and the only exit then hide out.
- Move out of the hallway and look for a well hidden and well protected room.
- Avoid places that might trap or restrict your movement.

Keep Out!

- Try to find a room that can be locked - if the room can't be locked try to barricade or block the door with heavy furniture or other heavy objects.
- Turn out the lights and all noise-producing devices.
- Try to stay silent.
- Call the police if you can do so without alerting the shooter.

Spread Out!

- If there are two or more of you, do not huddle together.
- Spreading out gives you more options and makes it harder for the shooter.
- Quietly develop a plan of action in the event the shooter enters your room.
- Remain calm. This can have a "contagious" effect on others.
- Stay focused on survival. Keep others focused.

Take Out!

- Assume the shooter's intentions are lethal.
- Develop a survival mindset - actively choose the position that you have what it takes to survive when your life is on the line.
- You must be prepared to do whatever it takes to neutralize the threat.
- Throw things, yell, use improvised weapons.
- If there are two or more of you, make a plan to overcome the shooter.

Do the best that you can - choose to survive.

Fire and Explosion

Quick Response: Protect Yourself

- **Fire:** Everyone should evacuate to assembly area (See posted Evacuation Plan)
- **Explosion:**
 1. Take cover.
 2. Assist the injured.
 3. Everyone should evacuate to assembly area (See posted Evacuation Plan)
- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- Small Fire Procedures:
 - Avoid personal injuries and excessive risks.
 - Alert people in the immediate area and activate the alarm.
 - Call 911: Give details of the fire location.
 - Smother fire or use the nearest fire extinguisher.
 - Always maintain a way to exit the room.
 - Avoid smoke and fumes. Stay low.
 - Once Olympia Fire Department has arrived, the responding incident commander will take charge of all rescue and suppression activities.
 - Do not re-enter the building until advised by the Fire Department.
- Operating a Fire Extinguisher: **PASS**
 - **P**ull the pin.
 - **A**im extinguisher hose at the base of fire.
 - **S**queeze the lever.
 - **S**weep from side to side.
- If You Are Trapped In A Building
 - If a window is available, place an article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews.
 - If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

-
- If the door is warm, do not open it. If smoke is entering through the cracks around the door, stuff something in the cracks to slow the flow.

Severe Weather / Natural Disasters

Violent weather is very unpredictable, but with the aid of modern technology the approach of such weather is often known in advance. Should a natural disaster take place during a ministry program take note of the following...

- Tornado / Hurricane / High Winds
 - Stay indoors.
 - Move away from windows and open doors (preferably into an interior hallway).
 - If possible, move to the lowest level of the building.
 - Do not use elevators, electrical equipment or telephone.
 - Sit on the floor and cover your head with your arms to protect from flying debris.
 - Await instructions from emergency management officials.
- Earthquake
 - Stay indoors.
 - Crawl under a table or desk or brace yourself by standing in an interior doorway.
 - Do not use elevators, electrical equipment or telephone.
 - Do not use open flame.
 - Be prepared for aftershocks.
 - Await instruction from emergency management officials.