

# CHILD PROTECTION SAFETY GUIDELINES

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## HIGH POINTE CHURCH

High Pointe Church seeks to provide a safe and secure environment for the children who participate in our ministries, activities and events. By implementing these guidelines our goal is to protect the children of High Pointe from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers.

### Selection of Workers

All persons who desire to interact with children participating in our ministries, activities and events will be screened. The screening includes the following:

1. Individuals interested in any volunteer position involving contact with children must be regular attender of High Pointe Church for a minimum of 6 months prior.
2. A Criminal Background Check is required of all employees, regardless of position, and of all volunteers working with children. Children and Youth Volunteers will have a Criminal Background Check and Safe Place Training every 5 years if they wish to continue to volunteer.
3. A comprehensive child safety training video is offered electronically to all employee and volunteer candidates. Upon completion of the video and test covering the material in the video, a completion certificate is automatically sent to HP. Completion of this course and test are required of all HP employees and children's and youth ministry volunteer candidates
4. Our goal is always to maintain a minimum of 2 adult workers in attendance with children. Classroom doors and windows should always remain un-obscured when children are present.
5. Signed Acknowledgement of receipt of HP Safety Guidelines



### DEFINITIONS

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For the purpose of these guidelines, the terms "child", "children", or "youth" includes all persons under the age of 18 years old.

The term "worker" includes both paid and unpaid persons who work with children.

Teen helpers (age 14-17) are welcome to serve in the Children's Ministry and are not required to have background checks or PMM Training. However, Teen Helpers will be monitored by an employee or approved volunteer at all times.



# RESPONDING TO ALLEGATIONS OF CHILD ABUSE

For the purposes of these guidelines, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical Abuse- any physical injury to a child that is not accidental, such as a beating, shaking, burns.
- Emotional Abuse- emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling or persistent teasing.
- Sexual Abuse- any sexual activity between a child and an adult or between a child and another older child, including activities such as fondling, exhibitionism, intercourse, incest and pornography.
- Neglect- depriving a child of his or her essential needs, such as adequate food, water, shelter and medical care.



In the event that an individual involved in the care of children at High Pointe Church becomes aware of a suspected abuse or neglect of a child this should be reported to Child Protective Services immediately.

**1 (800) 252-5400**

If you are not comfortable making this report yourself a member of the ministry staff will assist you. We do ask that if a report has been made that you please notify the appropriate minister.

## CHECK-IN/CHECK-OUT PROCEDURES



For children 3rd grade and below, a security check-in/check-out procedure will be followed. Parent or guardian through our check in stations will sign in the child. At the time of check in 2 labels will print, one for the child and a coordinating claim ticket for the parent or guardian. The matching numbers on both labels are produced at random and change each day.

Parents must present their claim ticket to the child's teacher upon pick up. In the event of special instructions please note that on the label at the time of check in and discuss with the teacher.

# YOUTH, STUDENTS IN 7TH-12TH GRADE

Our church is committed to providing adequate staff and volunteer supervision in all Youth Ministry activities and programs. For groups, up to and including 30 youth, there will be a minimum of 2 volunteers supervising.

For groups larger than 30 youth, there will be a minimum of 3 volunteers supervising.

## TRANSPORTATION

Youth Ministry activities may occasionally require transportation to an event location.

1. No adult is allowed to travel with a student of the opposite sex in a car alone.
2. Youth should be transported directly to their destination. Unauthorized stops to a nonpublic place should be avoided.
3. No cell phones may be utilized by the driver while driving church vans, or vehicles owned or rented, unless in an emergency.

## SLEEPING ARRANGEMENTS

Youth and Children's Ministry activities may occasionally require that overnight sleeping arrangements be made for youth and staff/volunteers (lock-ins, mission trips, retreats, camp, etc.). Staff members and volunteers will strictly observe the following rules:

1. No solo adult may reside in a hotel or dormitory room in which youth will be sleeping. The only exceptions will be if the adult is the parent/guardian of all the children in the room or if there is written parental consent for a non-related adult to be in the room.
2. Appropriate modest sleeping attire must be worn by youth, staff and volunteers.
3. In the event of a sleepover with large room sleeping arrangements that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by 2 adults of the same gender.

## ONE-TO-ONE INTERACTIONS WITH YOUTH

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed.

## SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any youth in the program.

## ALCOHOL AND DRUGS

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any of our church facilities, while traveling with youth, or while working with or supervising youth.



# ACKNOWLEDGEMENT

I have carefully read the High Pointe Church's Child Protection Safety Guidelines and fully understand and have received a copy of the guidelines. I agree to comply with the Guidelines and acknowledge that my participation as a volunteer/worker in the Children and Youth Ministries at High Pointe is contingent upon my compliance with them.

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

Printed Name: \_\_\_\_\_

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