



Child and Youth Safety Policy

Adopted by the
New Song Congregational Council on July 27, 2010,
for immediate implementation.

Table of Contents

Philosophy/Introduction	2
Purpose	2
Positions Affected	3
General Definitions/Definitions of Abuse	3
Nursery Program	4
Children’s Ministries.	6
Youth Ministries	7
Miscellaneous Events: (Performing Arts Academy, VBS, Day Camps, Lock-Ins, etc)	8
Food Handling	10
Discipline Policy	11
Guidelines for Appropriate/Inappropriate Contact	13
Transportation Policy	15
Screening Policy	15
Training	16
Policy for Reporting Child Abuse	17

Appendix A:

- Forms Required for Each Position of Responsibility Chart
- Screening Steps Chart

Appendix B: Volunteer Application Forms

- Volunteer Application Form (3 pages)
- Background Check Form
- Fingerprinting Form (2 pages)
- Acknowledgement of the Receipt of Safety Training Form

Appendix C: Nursery and Children’s Ministry Forms

- Children’s Ministry Registration Form
- Children’s Ministry Sign-Out Form
- Sign-In/Sign-Out Form
- Minor Accident/Incident Report Form

Appendix D: Youth Ministry Forms

- Youth Event Permission Form (2 pages)
- Retreat Permission Form (2 pages)
- Driver Information Form
- Driver Log Form

Philosophy/Introduction

New Song Church is committed to being a safe and loving place for children and youth. We want to create life-giving, faith-filled, fun experiences, and great memories for all children and youth involved in the ministries of this congregation.

New Song Church believes children are gifts from God to be treasured and protected. (Ps. 127:3, Mark 10:14, Matt. 18:10) Recognizing that abuse can be a frightening reality in our world and that it can hinder or stop the spiritual growth and transformation of a child or youth, New Song seeks to institute policy on abuse prevention and protection while children and youth are at church or at church-related activities. (Phil 2:3-4, 1 John 4:11) Abuse will not be tolerated at New Song Church.

Purpose

These procedures are designed to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
- Assist New Song Church in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
- Reduce the risk of sexual abuse and other safety related concerns.
- Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.
- To safeguard the ministry of the church and spare it from the devastation that can result from litigation.

Psalms 127:3 NLT: Children are a gift from the LORD; they are a reward from him.

Mark 10:14 NRSV: But when Jesus saw this, he was indignant and said to them, "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs.

Matthew 18:10 NRSV: "Take care that you do not despise one of these little ones; for, I tell you, in heaven their angels continually see the face of my Father in heaven."

Philippians 2:3-4 NRSV: Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. Let each of you look not to your own interests, but to the interests of others.

1 John 4:11 NRSV: Beloved, since God loved us so much, we also ought to love one another.

Positions Affected

Ministry positions affected by this Child and Youth Safety Policy include, but are not limited to: Paid Pastoral Staff; Child and Youth Ministry coordinators; Nursery attendants (including paid nursery attendants), adult and teen helpers; leaders, and any volunteer.

General Definitions

Nursery: a child from birth up to three years old.

Child(ren): a child from age four (and potty trained) through sixth grade

Youth: a child from seventh grade until high school graduation.

Adult: anyone who had reached his/her eighteenth birthday or as defined by state law.

Children's Ministry: a child age four (and potty trained) through fifth grade.

Youth Ministry: a child from seventh grade until high school graduation.

Children's Ministry Leaders: Any and all adults or teens involved in leadership of children's ministries (including, but not limited to Children's Church, "TNT" or other).

Youth Ministry Leaders: Any and all adults involved in leadership of middle or high school youth ministries (including, but not limited to Confirmation, youth outings and events, retreats, Bible studies, etc.)

Performing Arts Academy: Any and all adults, paid or volunteer, involved in leadership of performing arts academy, involving children ages five through eighteen years old.

Other Helpful Definitions:

Pre-school: a child from three years old (and potty trained) until the start of kindergarten.

Elementary school: a child in kindergarten through fifth grade.

Middle school: a child in sixth grade through eighth grade.

High school: a child in ninth grade through graduation from high school.

Definitions of Abuse

- *Physical Abuse.* Physical abuse is an intentional means of inflicting pain or injury to another person. It involves any non-accidental human act that results in physical pain or injury to a child—whether or not it leaves a cut or wound, a mark or a bruise. It is sometimes a single event, but can also be a chronic pattern of behavior. Physically abusive behavior ranges from slapping, pushing, shoving, punching, kicking, and biting to more severe forms like choking, severe spanking, beating, hitting with an object, burning, stabbing, or shooting.
- *Physical Neglect.* Not doing what one is supposed to be doing to meet the physical needs of someone in his or her care. Neglect interferes with or prevents a child's normal development.

- *Sexual Abuse.* The sexual exploitation of a child or any sexual intimacy forced on a child for the sexual stimulation or gratification of another person. Child sexual abuse can refer to taking advantage of a child who is not capable of understanding sexual acts or resisting coercion such as threats or offers of gifts. Sexual abuse may or may not involve physical contact. Examples of non-physical sexual abuse include people exposing themselves, displaying pornographic material, photographing a child for pornographic materials, obscene telephone calls, “peeping Toms”, and requesting to engage in sexual activity (where no physical contact occurs). Examples of sexual abuse involving physical contact includes fondling the body parts such as breasts, crotch, buttocks, or sexual organs; vaginal, oral or anal sex.
- *Emotional Abuse.* Attempting to control a child’s life through words, threats, and fear; destroying a child’s self-worth through harassment, threats, and deprivation. Emotional abuse weakens a child’s mental and physical ability to resist, cuts off his or her contacts with others, and causes a gradual loss of self-esteem—all of which reinforce a sense of helplessness and dependence on the abuser.

Nursery Program

1. Youth that are seventh grade or older may volunteer for service, provide that an adult is present. Youth may not care for child(ren) without adult supervision unless previous approval for a specific activity has been granted.
2. Per Nevada law (NAC432A.522), one adult attendant must be in the infant nursery with no more than four children before an additional attendant is required. The care provider to child ratio is 1 to 4 (for ages birth through 9 months old). 1 to 6 (for ages 9 months to 18 months old). 1 to 8 (for ages 18 months to 3 years old). If there are over six children of any age in the nursery there must be two care providers. *Acknowledging Nevada law, New Song’s preference is to have two providers (paid and/or volunteer) at all times in the nursery.*
3. Lanyards/Nametags:
 - Attendants/teachers/volunteers must wear a *yellow* New Song Children’s Ministry lanyard/nametag at all times while working in a role with New Song nursery ministry.
 - Children in the nursery should wear a nametag sticker while they are engaged in an official New Song Children’s Ministry activity and have been signed-in by a parent/guardian (see #4 below). The nametag should have the child’s name on it and the parent/guardian’s name(s) and emergency contact information.
4. Children must be signed in to the nursery at the time the parent/guardian drops them off.
 - Parent will sign-in child(ren) on the *Sign-In/Sign-Out Form*. (Appendix C)
 - Parent/guardian must fill out a *New Song Children’s Ministry-Registration* card (Appendix C) the first time the child uses the nursery. This card will remain on file in the nursery for reference during nursery hours.
 - Children must be signed out at the time of pick-up on the same *Sign-In/Sign-Out Form* as they were signed-in on.

- The completed *Sign-In/Sign-Out Form* will be given to the appropriate staff or volunteer leader who has oversight of the nursery immediately following the conclusion of nursery activity for that day or event.
5. Attendants may only take children out of the nursery to play on the playground or in case of illness or emergency. Any significant medical problem must be reported immediately to the child's parent/guardian.
 6. The diapering of an infant or toddler may take place in the nursery bathroom under the observation of another attendant and in an open area. The attendant must wear rubber gloves. The attendant doing diapering must keep the bathroom door cracked and the second attendant must have a visual view of the diapering as well as continuing to monitor the classroom.
 7. For children who do not require assistance with the nursery bathroom, the adult attendant must remain outside the bathroom with the door ajar.
 8. For children who require assistance, the adult attendant must assist the child while leaving the nursery bathroom door ajar. The attendant must wear rubber gloves.
 9. As a general rule, no snacks should be eaten in the nursery. However, if snacks are necessary, only snacks/food provided by the parent/guardian should be provided to the child in order to eliminate the risk of food allergies. No peanuts or peanut products are allowed at any time. Any other snacks/food should not be provided if there is another child in the nursery with that specific food allergy.
 10. In case of medical necessity:
 - The AED (Automated External Defibrillator) is located next to the kitchen. The key is taped on the bottom of the cabinet. Use infant/child pads if applicable and follow automated instructions.
 - The infant/child pads are to be replaced every two years.
 - A First Aid Kit is located in the nursery, classroom and community room.
 - See Appendix A for a list of staff/volunteers who are required to have CPR/AED certification and First Aid training.
 11. In the case of a child receives a bump, bruise, or other minor/superficial wound while in the nursery—provide immediate care. After administering care fill out a *Minor Accident/Incident Report* (Appendix C), notify parent/guardian and obtain their signature on the form. Submit completed form to appropriate staff member who has nursery oversight.
 12. The Discipline Policy applies to children's ministry classes, activities, and lessons. The Discipline Policy is explained on page 11.
 13. Toy cleaning will be done regularly where the nursery has been used. Each cleaning will be documented with the date cleaned and the person who conducted the cleaning.

14. An adult or youth who is not scheduled as a nursery attendant for that particular service may not spend time in the nursery room(s) during or after the service without the express permission of the lead attendant. Youth under seventh grade may not spend time in the nursery room at any time.

Children's Ministries

1. Whenever children's ministry classes, activities, or lessons are in session, two volunteers (one being an adult), *not of the same household*, should be present.
2. Volunteers/staff should not meet alone with a child without another adult or leader nearby to observe. Whenever children's ministry classes, activities, or lessons are in session, the worship center or classroom door should allow for an unobstructed view of the room and the interaction between volunteer(s) and child(ren).
3. Lanyards/Nametags:
 - Teachers/volunteers must wear a *yellow* New Song Children's Ministry lanyard/nametag at all times while working in a role with New Song Children's Ministries.
 - Children should also wear the New Song Children's Ministry *green* lanyard/nametag whenever they are engaged in an official New Song Children's Ministry activity and have been signed-in by either teacher or parent/guardian (see #4 below). The nametag should have the child's name on the front and parent/guardian's name(s) and emergency contact information on the back.
4. Children will be signed-in and sign-out on either the *Sign-Out Form* or the *Sign-In/Sign-Out Form*, as appropriate for the Children's Ministry activity. (Appendix C)
 - For Children's Church, the teacher will write each child on the *Sign-Out Form* when the children arrive in their respective classrooms after being released from the worship service.
 - For other children's ministry classes, activities, or lessons, where the parent drops off the child(ren), the parent will sign-in child(ren) on the *Sign-In/Sign-Out Form*. (Appendix C)
 - The teacher or aides must have the parent/guardian sign-out their children at time of pick-up on either the *Sign-Out Form* or the *Sign-In/Sign-Out Form*, as applicable.
 - The completed *Sign-Out Form* or *Sign-In/Sign-Out Form* will be given to the appropriate Children's Ministry leader or staff immediately following the conclusion of the day or event.
5. Parent/guardian must fill out a *New Song Children's Ministry-Registration* card (Appendix C) the first time the child is involved in a New Song Children's Ministry.
 - This information will be compiled to a spreadsheet by the appropriate Children's Ministry Leader and be shared with the appropriate teachers. The appropriate Children's Ministry leader will file the original card.
 - This information must be treated as Confidential at all times and only released to those ministry leaders with a need-to-know.

6. Children's teachers must maintain accountability of students from the time a child leaves his or her parent/guardian and is entrusted into the care of a New Song Church child ministry. This includes escorting children from the worship service to the teaching rooms during Children's Church.
7. Children should not leave the worship center or classroom except for illness, to use the bathroom, or other extenuating reasons.
8. Only adults may assist children with bathroom needs. Bathroom assistance is conducted as in the nursery policy. Children will be encouraged to use bathroom facilities before or after class.
9. The Discipline Policy applies to children's ministry classes, activities, and lessons. The Discipline Policy is explained on page 11.
10. To eliminate the risk of food allergies no peanuts or peanut products are allowed at any time. Any other snacks/food should not be provided if there is another child in with that specific food allergy.
11. In case of medical necessity:
 - The AED (Automated External Defibrillator) is located next to the kitchen. The key is taped on the bottom of the cabinet. Use infant/child pads if applicable and follow automated instructions.
 - The infant/child pads are to be replaced every two years.
 - A First Aid Kit is located in the nursery, classroom and community room.
 - See Appendix A for a list of staff/volunteers who are required to have CPR/AED certification and First Aid training.
12. In the case of a child receives a bump, bruise, or other minor/superficial wound while in the children's ministry provide immediate care. After administering care fill out a *Minor Accident/Incident Report* (Appendix C), notify parent/guardian and obtain their signature on the form. Submit complete form to appropriate staff member with oversight.

Youth Ministries

1. Each year youth ministry leaders should sponsor a class about abuse for congregation youth. Topics for this class might include date violence, biblical guidelines for dating relationships, awareness of the signs of abuse, a teenager's response to a teenage victim or abuser, or prevention of abuse.
2. Youth ministry leaders may meet one-on-one with a youth group member once or twice and thereafter only with the permission of a parent. Any such meeting should occur in a public place, in a room with a door ajar, or where there is an unobstructed view of the room and the interaction between volunteer(s) and child(ren).

3. Regardless of the relative ages, it is never appropriate for a youth leader and a youth group member to date each other. Similarly, a youth group leader should not date the close friend of a member of the youth group.
4. In the context of group activities, youth ministry leaders should provide supervision of the youth in their care. Youth ministry leaders should not hold a youth group function without appropriate or sufficient supervision. Youth functions should not be under the supervision of only one youth group leader. These guidelines also apply to activities away from the church site.
5. Permission slips are required for off-site functions and must be filled out and returned prior to the event. Permission must also be given for transportation. A medical release form must also be completed. (Appendix D)
 - The person in charge of each trip and/or retreat shall carry completed permission slips, including permission for emergency medical care and information on how to reach a parent or guardian in case of an emergency.
6. There shall be at least one adult of each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more adults present will be of the same gender as the children or youth. Parents will be made aware of housing accommodations.
7. During a retreat or off-site event, adults cannot sleep in the same bed of a child or youth unless that youth is their own family member.
8. In those circumstances where adults are not staying in the rooms with the children or youth, special measures should be taken to assure the children's and/or youth's safety and supervision, such as adult hall monitors and/or periodic room checks by adult(s) of the same gender as those being checked.
9. While the appropriate display of affection is often part of conveying support and encouragement for one another, such displays can be misinterpreted. Therefore, displays of affection between youth ministry leader and youth group member ought to be limited. Display of affection must be something the youth group member feels comfortable with or display of affection should not be used. A youth group leader or youth group member has the right to refuse such display of affection and will be respected.
10. A youth group leader should direct no gifts, phone calls, or letters of a personal nature to a youth group member.
11. The Discipline Policy applies to children's ministry classes, activities, and lessons. The Discipline Policy is explained on page 11.

Miscellaneous Events

Miscellaneous events include, but are not limited to, Performing Arts Academy, Vacation Bible School, Day Camps, and Lock-Ins—plus any other activities that occur on an irregular basis.

1. Whenever miscellaneous events, activities, or lessons are in session, two volunteers (one being an adult), not of the same household, should be present.
2. Volunteers/staff should not meet alone with a child without another adult or leader nearby to observe. Whenever children's ministry classes, activities, or lessons are in session, the worship center or classroom door should allow for an unobstructed view of the room and the interaction between volunteer(s) and child(ren).
3. Lanyards/Nametags:
 - Teachers/volunteers must wear a *yellow* New Song Children's Ministry lanyard/nametag at all times while working in a role with New Song Children's Ministries.
 - Children should also wear the New Song Children's Ministry *green* lanyard/nametag whenever they are engaged in an official New Song Children's Ministry activity. The nametag should have the child's name on the front and parent/guardian's name(s) and emergency contact information on the back.
 - At times it may be necessary to only use nametags/stickers if the lanyards restrict the movement of the children (like Performing Arts).
4. Children will be signed-in and sign-out on the *Sign-In/Sign-Out Form* at the beginning of each children's ministry class, activity, or lesson. (Appendix C)
 - The parent/guardian will sign-in child(ren) on the *Sign-In/Sign-Out Form* (Appendix C) when they drop off child(ren) at any children's ministry class, activity, or lesson.
 - The teacher or aides must have the parent/guardian sign-out their children at time of pick-up on the *Sign-In/Sign-Out Form*, as applicable
 - The completed *Sign-In/Sign-Out Form* will be given to the appropriate Children's Ministry leader, Performing Arts Leader or staff immediately following the conclusion of the day or event.
5. Parent/guardian must fill out a *New Song Children's Ministry-Registration* card (Appendix C) or applicable special registration form prior to the start of a miscellaneous event.
 - The appropriate leader will file the original card/form.
 - This information must be treated as Confidential at all times and only released to those ministry leaders with a need-to-know.
6. Teachers/volunteers must maintain accountability of students from the time a child leaves their parent/guardian and is entrusted into the care of a New Song Church child ministry.
7. Children should not leave the worship center or classroom except for illness, to use the bathroom, or other extenuating reasons.

- Classrooms held outside or in off-site facilities (such as an activity building or school) should adhere to the same safety considerations as classrooms in the church building. Children should not meet in a confined space or without adequate supervision.
8. Only adults may assist children with bathroom needs. Bathroom assistance is conducted as in the nursery policy. Children will be encouraged to use bathroom facilities before and after class.
 9. The Discipline Policy applies to all miscellaneous events. Discipline Policy is explained on page 11.
 10. Volunteers/staff ordinarily should not physically restrain a child in their care. Leaders should ask for assistance if a child behaves in a manner than seems to require restraint. If the leader determines that restraint is needed, the child's parents will be notified immediately and that child may be removed from the class until the parent arrives.
 11. Church volunteers or staff transporting a child for church business must have parental permission to do so.
 12. To eliminate the risk of food allergies no peanuts or peanut products are allowed at any time. Any other snacks/food should not be provided if there is another child in with that specific food allergy.
 13. In the case of a child or youth receives a bump, bruise, or other minor/superficial wound while in the children or youth ministry provide immediate care. After administering care, fill out a *Minor Accident/Incident Report* (Appendix C), notify parent/guardian and obtain their signature on the form. Submit completed form to appropriate staff member with oversight.
 14. In case of medical necessity:
 - The AED (Automated External Defibrillator) is located next to the kitchen. The key is taped on the bottom of the cabinet. Use infant/child pads if applicable and follow automated instructions.
 - The infant/child pads are to be replaced every two years.
 - A First Aid Kit is located in the nursery, classroom and community room.
 - See Appendix A for a list of staff/volunteers who are required to have CPR/AED certification and First Aid training.

Food Handling

- Wash hands prior to preparing or serving food
- Hair must be pulled back
- Wear plastic gloves whenever you prepare or serve a meal or snack
- For more detailed information on Food Safety Practices visit:
http://health.nv.gov/BFHS_EHS_SafeFoodBack_03-SFHPractices.htm

Discipline Policy

This Discipline Policy has been adopted to aid volunteer leaders in their role to shepherd and lead children and youth to life and strength in Jesus Christ. We hope to create a ministry that is safe, fun and grace-filled by laying out clearly our expectations for children and youth and by communicating clearly with parents what happens when these expectations are not met.

New Song wants every child and youth to receive the full benefit of their experience in Children's and Youth Ministry. Therefore, we expect that all children and youth will behave in a manner that promotes learning and community. When a child youth engages in a disruptive behavior, the following steps may be taken.

1. Children or youth should be given a verbal warning and expectations for correct behavior clearly explained. The child or youth may be given one warning.
2. Children or youth continuing to engage in disruptive behavior may be put in timeout at the discretion of the volunteer leader. Parents must be informed that their child or youth was put in time out.
3. A child or youth who persists in unacceptable behavior may be returned to his or her parents before the conclusion of the worship service or event.

A volunteer leader in New Song's Ministry shall:

1. Inform a parent whenever a child or youth misbehaves beyond minor correction or if the pattern of misbehavior persists or increases.
2. Report concerns about a child or youth's behavior to the Children's or Youth Ministry Pastor or Coordinator—or designated representative. This report may be verbal or written.
3. Use discipline reflecting the child or youth's age and level of comprehension.
 - Discipline with children
 - For example, timeouts should never last longer (in minutes) than the age of the child.
 - Whenever possible avoid having to discipline by choosing one or more of the following options:
 - Distract the child with another activity.
 - Help the child focus on another more acceptable behavior.
 - Isolate the child from others if another volunteer/staff is available to assist.
 - Discipline with youth
 - Help the youth focus on another more acceptable behavior
 - Isolate the youth from others if another volunteer/staff is available to assist.
 - Ask youth to meet with leader for conversation about the disruptive behavior.

4. A volunteer leader must seek help before losing their cool.
5. Never use Corporal punishment (slapping, hitting, pushing, or any discipline that leaves a mark, wound or cut).
6. Never make special requests or offer treats to a child in exchange for them to without information.
7. Never tell a child to remain silent about an incident or discipline.
8. Never tell a child that they should hide a mark or bruise.
9. Never administer discipline with any device or object.
10. Never discipline by shouting, yelling, humiliating or insulting.

Guidelines for Appropriate and Inappropriate Contact

Safety

Appropriate

1. Minimum of two care providers at all time
2. Supervision or witness of any contact of same or opposite sex
3. Release of babies and toddlers only to a person with proper ID
4. Sign-out of children by the parent or guardian at the conclusion of a children's event

Inappropriate

1. Care providers alone with a child
2. Time with same or opposite sex without supervision
3. Release of babies and toddlers without proper ID (in case of a problem or question, staff releases)
4. Children released on their own without adult permission

Discipline

Appropriate

1. Praising the specific behaviors you want to see in your group (i.e. "good listening", "thank you for waiting")
2. A firm gentle voice addressing and redirecting the behavior (i.e. "you are running, walk, please")
3. Confidential parental discussion when necessary
4. Age appropriate "time outs" or withdrawal from activity

Inappropriate

1. Corporal punishment of any kind
2. Any words or tone that would cause a child to think he/she is the "problem" rather than addressing the specific behavior being addressed (e.g. screaming at a child)
3. Any words that could cause feelings of condemnation or shame in a child about any aspect of their person including derisive references to anything physical, emotional, mental, or position (station) in life, such as saying, "Are you a strong boy? Strong boys don't cry." or "Shame on you."

Physical Contact

Appropriate

Physical contact of:

- Non-demanding, gentle touch of shoulders, hands, arms, head, back;
- Sitting child on leg (appropriate only at preschool or kindergarten age level)
- High-fives or shaking hands

Inappropriate

1. Physical contact of:

- Kissing
 - Demanding hugs and kisses
 - Touching chest, genital area, upper legs, buttocks, waist, stomach
 - Sitting child in center of lap
 - Sitting child above age 6 on one or both legs
 - Opposite sex piggy back rides
 - Seductiveness or suggestive contact
- (Continued next page)

2. Physical contact of any kind that is done for the care providers pleasure or satisfaction
3. Any touching used to express power or control over a child

Bathroom Procedures

Appropriate

Infant, Toddler, 2, 3 years

Parents/guardians will be called to change diapers except during worship when it is the nursery attendant's responsibility to change the diapers

Bathroom Policy- For ALL children

- The teacher, teacher aide or volunteer may take the child to the single bathroom in the Nursery or Community Room, wait until bathroom is clear of other people, stand at the door. Children will be encouraged to do the best they can. If further assistance is needed; teacher, aide or volunteer may assist but will keep the door open.

Inappropriate

At ANY age...

Being alone with a child in the bathroom

A worker changing diapers in the bathroom instead of the designated nursery area

Any closed-door situation with a child

Transportation Policy

This policy applies to adults (eighteen years or older) while serving in ministry to youth who may transport member or non-member (and related or non-related) youth when the church or church representative has organized the transportation as part of the event or meeting.

1. At least one of the following procedures must be in place:
 - a. Two adults (over 21 years old) are present and seated in the front seat of the vehicle when transporting youth.
 - b. At least two youth are present in the vehicle.
 - c. If (a) or (b) are not possible, then a driver should log each pick-up and drop-off; logs are to be turned into program supervisor. (Appendix D)
2. Adults must have a valid driver's license and proof of insurance before transporting youth and appropriate forms must be filled out and returned prior to the start of the activity. (Appendix D) Drivers who routinely transport youth will have their driving record reviewed prior to the beginning of each church year.
3. Drivers need to abide by state and provincial requirement for car seat use, seatbelt use and air bag safety.
 - Youth are to wear seat belts whenever the vehicle is in service. Drivers may not transport more youth than available seatbelts.
 - Where required by law, car seats must be available for younger children.
 - For safety, Nevada DMV recommends that youth/children ages 12 and younger should sit in the back seat.

Screening Policy

1. All volunteer and paid staff serving in ministry to youth and children will agree to submit to steps of screening. (Appendix A) They will submit all applicable forms. (Appendix B). These forms will be processed and placed on file in the Pastor's office. They will be kept in a locked location.
2. Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.
3. Additional steps of screening are necessary when a volunteer/paid staff changes to a position of higher responsibility and oversight. (Appendix A)
4. All volunteer and paid staff must submit application material when requested and may not serve in ministry to youth until approved by ministry leaders.

5. Any applicant for a volunteer position may withdraw without prejudice from the application process.
6. Any applicant with a previous history of sexual misconduct or physical assault, or misdemeanor or felony conviction of child abuse, or pleading of no contest to any misdemeanor or felony charge will not be allowed to serve in children or youth ministry from nursery through high school youth.
7. A known sexual offender cannot participate in any child or youth program in any way.
8. The church reserves the right to deny anyone a volunteer position for any reason

Training

1. Persons working in New Song Children's Ministry will be required to obtain necessary safety training/certifications. (Appendix A)
 - It is highly recommend that *all* volunteers who serve with children obtain First Aid, CPR/AED training if possible.
2. New Song Church shall provide regularly scheduled training (at least annually).
3. Attendance at these sessions is required for those who have direct contact with children or youth in New Song Church's ministries.
4. This training will include as a minimum:
 - a review of these policies and procedures,
 - emphasis on other current issues related to child protection for those working with children and youth
 - emphasis on other current issues related to child protection for relevant to the children involved in New Song Church's Children/Youth ministries,
 - viewing of the DVD "*Safety Tips On A Sensitive Subject: Child Sexual Abuse*" as recommended on the Church Mutual Insurance Company website.
 - At the conclusion of the training session, each participant must fill-out and sign the *New Song Child Safety Training Form* (Appendix B), and return it to the pastors; or applicable Children's Ministry Leader or Youth Ministry Leader.
5. Anyone who desires to work/volunteer with children and youth in ministry and has not yet attended the annual training must at a minimum:
 - review this written Safety Policy,
 - watch the DVD "*Safety Tips On A Sensitive Subject: Child Sexual Abuse*",
 - and fill-out and sign the *New Song Child Safety Training Form* (Appendix B), and return it to the pastors, or applicable Children's Ministry Leader, or Youth Ministry Leader.

Policy for Reporting Child Abuse

To report Child Abuse or Neglect call 702-399-0081 or 1-800-992-5757.

Access the *Suspected Child Abuse Form* (State of Nevada, Division of Child and Family Services) available online at: www.dcf.state.nv.us/DCFS_SuspectedChildAbuseForm.htm

For more detailed information on CPS Required or Mandated Reporting of Child Abuse or Neglect visit:

www.dcf.state.nv.us/ChildFatalities/ChildProtServices/CPS_Required_Mandated_Reporting_Child_Abuse.pdf

1. We do not condone, hide or tolerate any type of child abuse. Our main responsibility is to ensure the safety of the child or youth. Nevada law requires school authorities, teachers, and other staff to report any suspected case of child abuse or neglect. Immunity from civil or criminal liability is provided under the law to those making such reports. Nevada law defines child abuse and neglect as "physical or mental injury of a non-accidental nature, sexual abuse/sexual exploitation or negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby." Volunteers do not have the authority to determine what action or care is needed, but will report all suspected cases to the pastors or staff and make a report to Child Protective Services (CPS) (702-399-0081 or 1-800-992-5757). The Report of Possible Child Abuse and/or Neglect should be completed and filed (see link to *Suspected Child Abuse Form* provided above). Church personnel are not required to notify parents or guardians of these references.
2. In the US, anyone who had a reason to believe that a child has been or is being abused or neglected may report the matter to a child protection services worker. In addition, some individuals are mandated reporters and must file a report of suspected child abuse with Children's Protective Services (CPS) or the police.
3. The volunteer/staff who had received first-hand information leading to a reasonable suspicion of child abuse is responsible to report.
4. In most circumstances the identity of the person making a report will not be revealed without consent unless required for the purposes of a court hearing. Therefore, the volunteer/staff with first-hand information must fill out the appropriate incident report and report to police officials or to CPS.
 - A staff member or volunteer who suspects possible child abuse, neglect or any type of endangerment to a child or youth MUST inform the church staff who will assist in reporting to the proper authorities as is required by law. New Song Church WILL abide by all state laws.

- When reporting to the authorities state the facts:
 - State the name, address, sex, and age of the child or youth
 - The child or youth's parent/guardian
 - The nature of the abuse or neglect of the child or youth
 - If you know of any previous suspected abuse or neglect
 - The name, address, and relationship of the alleged person, if known, suspected of the abuse or neglect
 - Any other information the agency may deem necessary

Responding to alleged offenders who are volunteers or paid church leaders

1. If at any time, regardless of whether an allegation is made, a volunteer or paid church leader admits sexual misconduct or physical assault against a minor, the admission of guilt should be brought to the attention of the police and CPS.
2. For more information consult the New Song Church Employee Manual and ELCA policies.

Appendix A

Forms Required for Each Position of Responsibility

	Application Form	Background Check Form	Fingerprint Form	CPR/AED Certification	First Aid Certification
All Pastors	X	X	X	X	X
Parish/Admin Assistant(s)	X	X	X		
Choir/Music Director	X	X	X	X	X
Lead Nursery Attendant	X	X	X	X	X
Nursery Attendants	X				
Children's Ministry Leaders (Children's Discipleship Coordinator, Children's Church Lead Teachers, TNT Coordinator, VBS Coordinator, Performing Arts Academy Instructors)	X	X	X	X	X
Children's Church, TNT, VBS, Performing Arts Volunteers/Aides	X				
Youth Ministry Leaders	X	X	X	X	X
Youth Ministry Volunteers	X				
Youth serving as Helpers	X				
Leaders/Volunteers of Day Camps, Performing Arts Camps	X	X	X		
Miscellaneous Event Volunteers	X				
Custodian	X	X	X		

Screening Steps

	Application and Megan's Law Check	Interview	Reference Check	Background Check	Fingerprint Check
All Pastors	X	X	X	X	X
Admin Assistant(s)	X	X	X	X	X
Choir/Music Director	X	X	X	X	X
Lead Nursery Attendant	X	X	X	X	X
Nursery Attendants	X		X		
Children's Ministry Leaders (Children's Discipleship Coordinator, Children's Church Lead Teachers, TNT Coordinator, VBS Coordinator, Performing Arts Academy Instructors)	X	X	X	X	X
Children's Church or TNT Volunteers/Aides	X		X		
Youth Ministry Leaders	X	X	X	X	X
Youth Ministry Volunteers	X		X		
Youth serving as Helpers	X				
Leaders/Volunteers of Day Camps, Performing Arts Camps,	X	X	X		X
Miscellaneous Event Volunteers	X		X		
Custodian	X	X	X	X	X

Appendix B

Volunteer Application Forms



NEW SONG CHURCH VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Phone	Cell Phone	Best Contact Time	Email Address
Social Security Number	Date of Birth (MM/DD/YEAR)		
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

VOLUNTEER EXPERIENCE

Have you ever volunteered in the past? <i>If yes, complete information below.</i>	Yes / No		
Volunteer Position	Start Date	End Date	Supervisor /Address /Phone
Volunteer Position	Start Date	End Date	Supervisor /Address /Phone
What are your special interests and hobbies?			
Why would you like to volunteer as a worker with children and/or youth?			
What qualities do you have that would help you work with children and/or youth?			
How much time do you have available for volunteer work?			
List any education, experience, certifications, or other training relevant to this volunteer position:			

BACKGROUND INFORMATION

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)? Yes / No

If yes, please explain fully:

Have you ever been exposed to an incident of child abuse or neglect? Yes / No

If yes, how did you feel about the incident?

Would you be available for periodic volunteer training sessions? Yes / No

CRIMINAL HISTORY

Have you ever been convicted of a criminal offense? Yes / No

Do you currently have any criminal actions pending in which you are the defendant? Yes / No

Are you currently on probation or parole? Yes / No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred?

FAITH STORY

Write about the history of your walk with Christ:

What does it mean to you to be a Christian?

How often do you normally attend Sunday worship at New Song?

What activities/ministries of our church are you presently involved?

Please complete the "Finding Your Spiritual Gifts Self-Assessment" at:
<http://archive.elca.org/evangelizingchurch/assessments/spiritgifts.html>

What gift(s) were identified? _____

Check this box if you would like to talk about your Spiritual Gifts in more detail.

SAFETY TRAINING

Please view the DVD "Safety Tips On A Sensitive Subject: Child Sexual Abuse". You can access an online copy of the DVD at:
http://www.churchmutual.com/index.php/choice/risk/page/RM_allresources_sexualabuse/id/35#

I watched the DVD on this date: _____

Check this box if you have any questions about the DVD entitled "Safety Tips On A Sensitive Subject: Child Sexual Abuse"

PERSONAL REFERENCES

Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts will result in my disqualification from further consideration as a volunteer.

I agree to be bound by the policies of New Song Church and to refrain from any unethical conduct in the performance of my services on behalf of the church. For the safety of the children and myself, I understand the church policy of having at least two adults present at all times when dealing with any minor children and youth.

Desiring to be a partner in ministry with New Song Church and believing that God would be pleased by me serving in this capacity, I request the approval of New Song Church.

Print Name (First, Middle, Last)	
Signature	Date

Fingerprinting Form (Page 1 of 2)

JIM GIBBONS
Governor

STATE OF NEVADA

MICHAEL J. WILLEN
Director

DEANE COMEAUX
Administrator



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
BUREAU OF SERVICES FOR CHILD CARE
4126 TECHNOLOGY WAY - 3RD FLOOR
CARSON CITY, NEVADA 89706**

Fingerprinting Phone (775) 684-7950 Fax (775) 684-4455

http://www.dchf.state.nv.us/DCFS_ChildCare.htm

CONSENT AND RELEASE FORM FOR FINGERPRINTING AND CRIMINAL HISTORY REVIEW

A clearance cannot be issued without this form. You must complete this form when originally hired and when changing facilities, being rehired, or obtaining a new background check. Your original background check should take place in the jurisdiction where you will be employed. A valid child care work card issued by one jurisdiction may be valid in another jurisdiction without another background check (please consult with law enforcement where you will be employed or call the Bureau). The Bureau requires a new background check every six years.

I, _____, understand that as an employee, applicant,
Your name (please print clearly)

licensee or resident of _____,
Name of facility (please print clearly)

a child care facility, I am required to be fingerprinted and to undergo a criminal record review pursuant to NRS 432A.175. NAC 432A.200(4)(a) requires fingerprinting be completed and submitted within **three (3)** working days after date of hire or **three (3)** days of presence in the facility and every 6 years thereafter. I do hereby consent to be fingerprinted and agree to the following conditions and terms:

1. The fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), the Nevada Criminal History Repository, and the Child Abuse and Neglect System (CANS).
2. I hereby authorize the FBI, Nevada Criminal History Repository, and/or other local law enforcement agencies and Child Protective Services agencies to release criminal history information and CANS history to the Bureau of Services for Child Care.
3. All information provided to the Bureau of Services for Child Care is confidential, as relating to a third party or entity.
4. I hereby authorize the Nevada Criminal History Repository to retain a fingerprint card in the central repository's master file for the sole purpose of identifying same against subsequent disqualifying criminal arrest and I authorize the Nevada Criminal History Repository to release criminal history information to the Bureau of Services for Child Care in accordance with dissemination restrictions as provided for in the Nevada Revised Statutes.
5. I may be suspended, terminated, or disqualified from employment and/or licensure based on the findings of the criminal record review consistent with applicable laws and regulations or on the findings of the Child Abuse and Neglect System (CANS).
6. This waiver and its authority is valid until such time as the applicant is no longer licensed and/or employed at a child care facility.
- 7.

†Name of Nevada child care facility where you worked previously _____ †Last date worked there _____

**NOTE: THE BUREAU MUST BE IN RECEIPT OF THIS FORM
WITHIN FIVE (5) WORKING DAYS FROM DATE OF FINGERPRINTING.
WHEN SIGNED BY THE LAW ENFORCEMENT AGENCY, MAKE A COPY OF THIS FORM
FOR YOUR RECORDS AND SEND THE ORIGINAL TO:**

(DO NOT SEND FP CARDS OR MONEY ORDERS HERE.)

BUREAU OF SERVICES FOR CHILD CARE
4126 TECHNOLOGY WAY - 3RD FLOOR
CARSON CITY, NV 89706

Fingerprinting Form (Page 2 of 2)

Name of child care facility (where applying): _____ Telephone: _____

Facility mailing address: _____
Street City State Zip Code

Your name: _____
Last First Middle

Maiden name, nickname, and other names used: _____

Your position at the above facility is (please check): Owner Director Staff Member _____ (title)
 Cook Driver Resident Other _____ (position) Volunteer

Do you have any scars, marks or tattoos? (If yes, give location and description.): _____

Social Security Number: _____ Are you a U.S. Citizen? _____

If not a U.S. citizen, what is your citizenship? _____

Street address: _____
Street City State Zip Code

Mailing address: _____
Street City State Zip Code

Home telephone: _____

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Birth date: _____ Birthplace: _____

THIS FORM MUST BE COMPLETE AND ACCURATE.
FAILURE TO COMPLY MAY RESULT IN A REJECTED APPLICATION.

1. Have you ever had a substantiation (validation) of child abuse and neglect? Yes No
 If yes, explain: _____
Date of charge: _____

2. Do you have pending charges/warrants against you? Yes No Dates of charges/warrants: _____
 If yes, explain: _____

3. Check any of the following which apply, past or present (if additional space is needed use the back of this page):
 Conviction(s): Yes No Date of conviction: _____
 Arrest(s): Yes No Date of arrest: _____
 Charge(s): Yes No Date of charge: _____
 Citation(s): Yes No Date of citation: _____

REFERENCE NRS 432A.170-CONVICTIONS WHICH MAY PREVENT EMPLOYMENT IN CHILD CARE.
LIST ALL ARRESTS, INCLUDING OTHER STATES, EVEN IF CHARGES WERE DROPPED OR DISMISSED:

<u>DATE</u>	<u>CHARGE</u>	<u>ARRESTING AGENCY</u>	<u>CITY/STATE</u>	<u>DISPOSITION</u>

I DO HEREBY AGREE TO THE ABOVE-STATED CONDITIONS AND TERMS AND CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature: _____ Date: _____
Applicant Date of Hire, Rehire or Renewal (circle one)

MY SIGNATURE BELOW INDICATES THAT I HAVE REVIEWED ARRESTS SHOWN ABOVE, IF ANY.

Signature: _____ Date: _____
Facility Director/Owner or Office Manager (circle one)

LAW ENFORCEMENT AGENCY: _____

Witness: _____ Date: _____
Signature of Official Taking Prints



**New Song Church
Acknowledgement of Receipt of Child Safety Training**

I, _____, have attend the mandatory training session during which
Print Full Name
child safety policies/procedures were explained. I agree to follow all policies/procedures
of New Song Church. These policies/procedures have been explained in a manner in which
I understand and I have a written copy to take home for review. Topics covered included:
General information about sexual abuse, guidelines for appropriate behavior and discipline,
Bathroom procedures, the necessity of screening staff and volunteers, appropriate
supervision, reporting obligations and a general understanding of our church's response to
an allegation. Should I have any questions regarding any of these policies/procedures, I
will contact _____, at _____,
Name of Trainer Phone

Additionally, I acknowledge that I have watched the DVD "Safety Tips On A Sensitive Subject:
Child Sexual Abuse".

Print Full Name _____

Signature _____ Date _____

Appendix C

Nursery and Children's Ministry Forms

New Song Children's Ministry – Registration

Date: _____

CHILD'S NAME	BIRTHDATE	GENDER	AGE	GRADE	NOTES: (Allergies, special needs, concerns)
_____	_____	M / F	___	___	_____
_____	_____	M / F	___	___	_____
_____	_____	M / F	___	___	_____
_____	_____	M / F	___	___	_____

Parent/Guardian: _____ Parent/Guardian: _____

People other than parent/guardian who are authorized to sign-out child(ren): _____

Comments: _____



Street Address: _____

City: _____

State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Parent Email: _____

Yes! I would be willing to volunteer in Children's Ministry! (Circle one) Quarterly Monthly Weekly Call Me for Further Discussion



NEW SONG CHILDREN'S MINISTRY SIGN-OUT

Date	Event (Circle One): Children's Church TNT VBS Other
Teacher's Signature	
Adult Aide's Signature	

Child in Attendance (First and Last)	Parent/Guardian's Signature at Sign-Out
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Notes/Comments:



NEW SONG SIGN-IN AND SIGN-OUT

Date: _____ Church Service/Church Event: _____

Adult Teacher/Attendant Signature(s) _____

Adult Aide Signature(s) _____

	Child's Name (Last and First)	Time In	Time Out	Parent/Guardian's Signature	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



**New Song Church
Minor Accident/Incident Report**

Date _____ Time of Incident _____ Location of Incident _____

Name of Child Involved _____

Description of Accident/Incident _____

Description of Response/Care/Treatment Given

Signed, _____
Name of Person Filing Out Form

Acknowledged by Child's Parent or Guardian

Signed, _____

Appendix D

Youth Ministry Forms



NEW SONG CHURCH

**Medical Permission &
Waiver of Liability Form for Youth Event**

Participant's Name _____

As parent/guardian of the above named minor, I hereby grant permission for my daughter/son to participate in _____ event, held at _____ on _____
Name of Event Location Date/Year

I also grant permission for Pastor David and/or Pastor Marta Poling-Goldienne or any other adult chaperone with New Song Lutheran Church's youth group to take whatever steps may be necessary to obtain emergency care as warranted for the well being of my daughter/son. These steps may include but are not limited to the following:

- Attempts to contact a parent or guardian
- Attempts to contact participant's physician
- Seek medical examination/treatment for injuries/condition by medical professional

I understand that my youth will be car-pooling to and from this event in parent vehicles and agree not to hold the transporting parents or New Song Lutheran Church responsible in the event of an accident.

I have discussed the event Covenant with my daughter/son. S/he agrees to abide by the rules of the covenant. I understand that my daughter/son will be sent home if s/he is unable to behave within the rules of the covenant.

Medical Information

Name of Parent/Guardian _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone # _____ Work # _____ Cell # _____

Physician's Name _____ Physician's office # _____

Medical Insurance Company Name _____

Medical Insurance Policy Number _____

Group Number (if applicable) _____

Name of Policy Holder _____

Medications being taken/dosage/frequency _____

List ALL Allergies (foods/meds/pets/etc.) _____

List any special dietary needs _____

Date of last Tetanus shot _____

Please state any additional health, emotional or other conditions of which we should be aware _____

My signature below indicates that I understand and agree to the policy and terms listed above and agree that any expenses incurred in necessary emergency or other medical treatment will be borne solely by the participant's medical coverage and/or family. I will not hold New Song Lutheran Church or any church leader/chaperone liable for any injury or accident.

Participant Signature

Date

Parent/Guardian Signature

Date

Please attach a copy of your insurance card to this completed and signed form

NOTE: Every minor attending this event must have the Medical Permission Form, which the church group leader will keep, on site during the event.



NEW SONG CHURCH
Retreat Participant's
Medical Permission Form

Participant's Name _____

As parent/guardian of the above named minor, I hereby grant permission for my son/daughter to participate in the New Song Church Youth Retreat at _____ in

Location

_____ held on _____
City State Date/Year

I also grant permission for Pastors Marta and or David or any other adult chaperone with our group to take whatever steps may be necessary to obtain emergency care as warranted for the well being of my son/daughter. These steps may include but are not limited to the following:

- Attempts to contact a parent or guardian
- Attempts to contact student's physician
- Seek medical examination/treatment for injuries/condition by medical professional

Medical Information

Name of Parent/Guardian _____

Home Address _____

City _____ State _____ Zip _____

Home (_____) _____ Cell (_____) _____

Medical Insurance Company Name _____

Medical Insurance Policy Number _____

Group Number (if applicable) _____

Name of Policy Holder _____

Medications being taken/dosage/frequency _____

List ALL Allergies (food/meds/pets/etc.) _____

List any special dietary needs _____

Date of last Tetanus shot _____

Please state any additional health, emotional or other conditions of which we should be aware of _____

