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## INFORMATIONAL LETTER

God has greatly blessed Haven Christian Reformed Church by entrusting so many children and youth to our care. Throughout the week, parents leave us with their children expecting them to be well cared for and challenged to grow spiritually.

We are grateful to God that He has protected the children and youth in our care, and we celebrate the fact that Haven has been a safe place for children and youth for many years. While we have been blessed, we also recognize that sin affects both our church and the community. Great damage has been done to God's kingdom through both sinful abusive actions as well as unfounded allegations of abuse. At the recommendation of our denomination, our insurance company, and through our own desire to continue to protect our children and youth, Haven has adopted a new Safe Church Policy. The purpose of this policy is to:

- Protect children and youth from various forms of abuse by designating specific guidelines that are intended to help maintain the safety of the children and youth entrusted to our care.
- Protect church volunteers by educating them on actions that might be considered inappropriate or abusive as well providing a reporting procedure for allegations of abuse that will honor the accuser and the accused in the investigation process.

In addition, Haven Church has also adopted an overall "Safe Church Policy." These policies combined in this document will ensure that Haven Church is prepared for emergencies, keeping both our youth and congregation safe in every situation. We also have a Safe Church Team and, other than myself, the other members of this team are: Brent Sluiter, Lindsey Iverson, Lynn Walters, John Cleveringa, Mary Ellen Van Dyk, Mike Roelofs.

The implementation of the Safe Church Policy will take some time and effort on the part of everyone involved in ministry at Haven. It will mean taking the time to read the policy and take a quiz on CCB. It will mean you will need to fill out a new volunteer form (those 16 years old and older) and fill out a renewal form every year after. It will mean learning and following the accepted guidelines to learn how we can best protect those at church. It will mean ministry leaders and volunteers make the effort to ensure the safety of the children, youth, and vulnerable adults a priority in their ministry.

We pray that you will be able to entrust your children to our care, confident of their safety and that you will also value the safety of all children, youth and guests entrusted to our care enough to willingly join us in making the effort to care for them well for the cause of the Kingdom of God!

**Thank you for helping to provide a safe and secure environment for Haven!**

Building God's Kingdom Together,



Jenna Spears  
Office Administrator

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## STATEMENT OF PURPOSE

These policies and procedures aim at reducing Haven CRC's risk of child sexual abuse within its ministries.

Adults who minister with children and youth are responsible for fostering a nurturing environment wherein children and youth are rooted in Christ, grow in faith, and bear fruit for Christ daily. Foundational to this environmental nurture is the established trust between adult and children or youth. In various nurturing environments children and youth learn to trust adults, following them faithfully and sometimes unquestionably or without question. Because of this trust level, adults who minister to children and youth must always act with integrity and trustworthiness.

The betrayal of trust through abuse is of national concern both in society at large and in the church. Adults must always guard against the abuse of children and youth verbally, physically, and sexually. While our church understands some of the factors that lead to abuse, we believe abuse is not excusable or acceptable.

*Knowledge* and *prevention* are essential when working towards an environment of safety for children and youth in the church.

Knowledge of sexual abuse often begins with acknowledgement of its presence and prevalence. The Christian community should recognize that in over 80% of sexual abuse cases, the perpetrator is a close friend or family member. Nationwide attention is being focused on sexual abuse of children and youth by church volunteers and staff not because this is a new issue, but because we know that shedding light on this issue leads to awareness and hopefully increased safety for children and youth. The church can no longer deny that sexual abuse exists within this sin-filled world.

Prevention is when we acknowledge that church workers may also be perpetrators of sexual abuse and the church must take steps to prevent such abuse. Thinking that abuse will never happen in our church breeds the environment where abuse could be even more likely to happen. Something can be done to reduce the risk of abuse in our church.

Knowledge and prevention are not only foundational for a safe environment for children and youth, they are beneficial for those susceptible to practicing abuse.

## BIBLICAL FOUNDATION

Haven CRC seeks to express God's love of children and youth and provide for their personal development. This caring community seeks to prevent child abuse of any form to our children and youth. The Bible is foundational to our understanding and upon which all policies, procedures, and ministries must stand.

*<sup>13</sup> People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. <sup>14</sup> When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. <sup>15</sup> Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it." <sup>16</sup> And he took the children in his arms, placed his hands on them and blessed them. (Mark 10:13-16, NIV)*

*<sup>5</sup> And whoever welcomes one such child in my name welcomes me. <sup>6</sup> "If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea.<sup>7</sup> Woe to the world because of the things that cause people to stumble! Such things must come, but woe to the person through whom they come! (Matthew 18:5-7, NIV)*

Our goal in response to these biblical mandates is to maintain a safe, secure, and loving place where children and youth may grow: a place where caregivers, teachers, and leaders minister appropriately to their needs. With this, we have developed the following purpose of this policy:

1. The protection of the children and youth served by the ministries of Haven Christian Reformed Church. The Policy is designed to protect them by:
  - Checking staff and volunteers to screen out those having inappropriate backgrounds or qualifications.
  - Avoiding situations where abuse could possibly take place.
  - Establishing procedures for reporting claims of abuse.
2. The protection of workers from unfounded allegations of abuse or neglect.
3. Haven Christian Reformed Church and its workers are witnesses to God's grace and the ministry of Jesus Christ on earth. In order to preserve the effectiveness of those witnesses, extra caution should be exercised to preclude even the question of whether any child or youth has been abused. The policy is designed to provide a commonly embraced code of conduct for all workers, to meet the unique concerns of each ministry, thus furnishing a greater sense of security that Haven's ministry remain pure in a world where both sinful actions and unfounded allegations occur.

## STATEMENT OF GENERAL POLICY

1. Haven Christian Reformed Church considers abuse to be completely contrary to the teachings of the Bible and the mission of the church.
2. Haven Christian Reformed Church forbids its workers from engaging in abuse or in any conduct that could be considered abuse.
3. In the event that an allegation of abuse is reported to the local authorities, Haven Christian Reformed Church will not obstruct the investigation or prosecution of the accused.
4. Haven Christian Reformed Church will, regardless of the outcome of any investigation or prosecution, continue to act in a manner as Christ would approve towards the accused or accuser.



## DEFINITIONS

Abuse	The practice of treating someone badly including physical, emotional or sexual mistreatment.
Abuse Response Team	A group of four people, 2 male and 2 female, who hear the accusation, assess the situation and respond.
Accused	The person alleged to have engaged in abuse.
Accuser	The person alleged to have been abused and the parent or representative of such person.
Applicant	Anyone seeking to be employed by Haven Christian Reformed Church.
Adult	Anyone eighteen years or older.
Child(ren)	Anyone under the age of twelve.
Employee	Any person who is compensated for his/her activities at Haven Christian Reformed Church. For screening purposes, anyone attempting to become an employee will be treated like an employee.
Infant	Children under the age of sixteen months.
Neglect	The failure to provide adequate care.
Off Campus	Outside of the building and grounds of Haven Christian Reformed Church.
One on One Counseling	Counseling of a child or youth which may take place in private.
Parent	Includes legal guardian and, upon written permission, the parent's surrogate.
Toddler	Children between sixteen months and five years.
Volunteer Worker	A person who is not compensated for his/her activities at Haven Christian Reformed Church.
Worker	Any employee or volunteer, who works or helps in any ministry of Haven Christian Reformed Church (other than a parent or other person who occasionally assists with children or youth under the supervision an adult worker).
Youth	Any person between the ages of twelve and eighteen inclusive.

## REPORTABLE CONDITIONS OF ABUSE AND NEGLECT

### SEXUAL ABUSE

The exploitation of a child/youth or any sexual intimacy forced on a child/youth for the sexual stimulation or gratification of another person is considered sexual abuse. Child sexual abuse can refer to taking advantage of a child/youth 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 abuse include people exposing themselves, displaying pornographic material, photographing a child/youth for pornographic materials, obscene telephone calls, “peeping Toms”, and requests to engage in sexual activity (where no physical contact occurs). Examples of sexual abuse involving physical contact includes fondling of body parts such as breast, crotch, buttocks, or sexual organs; intercourse, oral and anal sex. Simply put, any sexual activity with a child/youth is considered sexual abuse.

The consequences in the life of the abused are often deep and long lasting. Even a thoughtless momentary act of sexual abuse can result in children and youth experiencing abnormal fears, depression, low self-esteem, suicidal tendencies, substance abuse, and sexual dysfunctions.

### INDICATORS OF SEXUAL ABUSE

Parents, church volunteers and staff should be alert to the signs of sexual abuse. Awareness can intercept sexual advances at an early stage as well as lead to the eventual apprehension of the perpetrator. The following may be indicators of sexual abuse.

- Lacerations and bruises
- Nightmares
- Irritation, pain or injury in the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

Behavioral signs may include:

- Anxiety when approaching church or nursery area
- Nervous or hostile behavior toward adults
- Sexual self-consciousness
- “Acting out” of sexual behavior
- Withdrawal from church activities and friends

Verbal signs may include the following statements:

- “I don’t like [a particular church worker].”
- “[A church worker] does things to me when we’re alone.”
- “I don’t like to be alone with [church worker].”
- “[Church worker] fooled around with me

## PHYSICAL ABUSE

Any non-accidental human act results in physical pain or injury to a child/youth—whether or not it leaves a cut or wound, or a mark or a bruise is considered physical abuse. 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, and shooting. In other words, physical abuse is any intentional means of inflicting pain or injury to another person. It is sometimes a single event, but can be a chronic pattern of behavior.

### INDICATORS OF PHYSICAL ABUSE

- Unexplained lacerations, bruises and welts (especially if in several locations, different stages of healing, or if common after absences or vacations)
- Unexplained burns (such as cigarette or patterned burns as left by electric burners or irons, particularly in locations atypical to accidental exposures to objects)
- Unexplained fractures (including nose and skull and multiple or spiral fractures, or repeated breaks)
- Fear of parents or going home from school at the end of the day
- Wariness of adult contacts or inquiries

## EMOTIONAL ABUSE

Emotion abuse is attempting to control a child's/youth's life through harassment, threats, and fear, destroying a child's/youth's self-worth through harassment, threats, and deprivation. Emotional abuse weakens a child's/youth'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.

### INDICATORS OF EMOTIONAL ABUSE

- Lags in physical development
- Speech disorders
- Failure to thrive
- Habit disorders (such as sucking, biting or rocking)
- Neurotic reactions (such as hysteria, obsession, phobias)
- Extreme behaviors (passive or aggressive in nature)
- Attempted suicides

## 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/youth's normal development.

### INDICATORS OF NEGLECT

- Consistent hunger, poor hygiene, constant fatigue or inappropriate clothing
- Consistent lack of supervision (especially in dangerous activities or for long periods of time)
- Unattended or untreated physical problems or medical needs

- Alcohol or drug abuse
- Abandonment

## EVALUATION OF ABUSE

When attempting to evaluate whether reasonable cause exists to suspect abuse or neglect, evaluators should take into account the presence of one or more of these indicators, the number of them present, their severity and the repetitiveness with which they appear. Remember however, even an isolated occurrence of some of these indicators may trigger the obligation to file a report.

## REPORTING PROCEDURES

Signs and symptoms of abuse and reports of abuse by a minor need to be taken seriously. When required, an investigation of said symptoms and reports must be conducted by people trained to investigate child/youth abuse complaints. In the case of a minor, trained investigators are local police departments and/or child protection agencies.

## RESPONDING TO SIGNS, SYMPTOMS, & REPORTS OF ABUSE

Volunteers/staff who work in child/youth programs may become aware of suspected child abuse in a number of ways. A volunteer/staff person may actually witness an abusive incident or have an alleged incident reported to him/her by the victim or by another child/youth. Some children or youth will not report an abusive incident because of their fear of the abuser or because they believe they deserved the abuse. Other children/youth are threatened by the abuse not to tell anyone of their experience, but volunteers/staff may observe signs and symptoms that may lead them to suspect abuse.

When signs and symptoms of abuse or reports of abuse arise from a minor served in a church program, volunteers/staff in that program may be the ones to notice the signs or symptoms, or to whom the child/youth reports complaints of abuse. A volunteer/staff person should not conduct an investigation of the matter. Instead, volunteers and staff should follow an established reporting procedure.

### KNOWLEDGE OR WITNESS OF ABUSE

1. Any knowledge of abuse must be immediately reported (accurate and verbal report of all relevant details) to the immediate supervisory personnel of the volunteer or staff person suspected of misconduct. Volunteer/staff people or parents who suspect abuse should not interview the child/youth in great detail.
2. The supervisor will report information to the Abuse Response Team consisting of 2 Males and 2 Females (current members are: Lindsey Iverson, Mary Ellen Van Dyk, Brent Sluiter, Mike Roelofs). The ART does not investigate the matter. Their responsibility is to file reports with the authorities (if the law requires it), informing the liability carrier and establishing a care plan for child & family, informing the church family if deemed necessary, and reviewing child abuse prevention policies. In addition the ART may initiate some concrete support.

### CHILD/YOUTH REPORTING

1. When a child reports an incident of abuse or a symptom of abuse the volunteer/staff person must write a report indicating the specifics of the child's report, the specific signs or symptoms of abuse, the date of the child's report or when the signs or symptoms were noted, and what, if any comment or response the child had either to the signs or symptoms or to his/her reporting of abuse. The volunteer staff person should put this information in writing for police or child protection official. This report should be written as soon as possible (within hours) after contact with the child. (Please see APPENDIX A for more information)

2. The leader of the youth program in which the child is involved will present the written report of the volunteer/staff person to the Abuse Response Team. This meeting should occur as soon as possible (within 24 hours).

## SUSPICION OF ABUSE

If reasonable suspicion of child abuse exists, create a report of abuse including signs and symptoms. Present the written report to your supervisor or one of the program leaders who will present the report to the ART. If the child's/youth's parent(s) are aware of the complaint (and the complaint involves someone *other* than the parent), they should be encouraged to file a report with the police or child protection officials in place of church officials reporting complaints. If the parent is involved in the suspicion of abuse, the report should be filed directly with ART.

## HANDLING OF ABUSE IN ALL CASES

1. Until a course of action is developed by the Abuse Team (ART and authorities), no one with knowledge of the suspected abuser may talk to the alleged person other than the abuse team.
2. Currently, Michigan law requires that the church report all alleged abuse cases involving minor children/youth to Children's Protective Services and Law Enforcement Agencies. After a report of suspected child abuse is filed with the proper authorities, one of the members of the team who filed the report should be designated as the liaison between the legal authorities/child protection and the church. This designated person also serves as the liaison between the council and the authorities if the report leads to an investigation, criminal charges, arrest trial, conviction, or dismissal of charges.

## REMOVAL OR SUSPENSION OF OFFENDERS

Removal or suspension of alleged offenders serving in some capacity within the church will follow the listed guidelines:

1. When the allegation is made of abuse, the alleged offender must be informed of the allegations and suspended from participating in all service roles in the church until an investigation is done by the proper authorities (CPS and/or local law enforcement agencies).
2. If the allegations are found false, the censure will be discontinued. The elders will continue to work with the party who made the allegations.
3. If the allegations are found true, the offender must continue under censure and be dealt with by the elders per church order article 78-94.
4. That in addition, the following must be done if the pastor is the alleged offender (accused):
  - a. The Administrative Council shall be notified immediately of the allegations and will take charge of handling the issue from there in conjunction with proper authorities if needed.
  - b. The alleged offending party and the council shall seek to keep the incident confidential, only informing the congregation as they deem necessary (The Administrative Council will hold a vote to determine what and how much communication is appropriate).
  - c. Suspension of a pastor means that his salary and housing continue while he is under suspension.

- d. The Administrative Council shall make a report to an executive session to the next meeting of classis.
- e. If/when suspension is lifted, the lifting of suspension shall be made known to the church members, Administrative Council, and to the executive session of classis.
- f. The council shall encourage both parties to seek professional counseling.

## REINSTATEMENT

1. If a person received censure, reinstatement to full membership (not to include involvement in children's/youth ministries) can begin if true sorrow and repentance is demonstrated per Church Order articles 81 and 84.
2. The healed offender must submit psychologist or therapists' statement of visitation and progress in treatment on a regular basis to the Administrative Council.
3. The healed offender will not be placed in a volunteer position involving children, youth and/or which places him/her at risk.

## STAFF

To protect staff (paid and volunteer) and assure accountability of program leaders, any concerns of the staff must be reported to the Administrative Council or Abuse Response Team.

\*There is a form for reporting (See APPENDIX A for more information)

## REVIEW OF PREVENTION AND SAFETY GUIDELINES

Each program in Haven that involves children and youth is required to have and maintain operating procedures that will prevent and protect children/youth from being abused. These procedures must be reviewed annually by program leaders. Any recommendations for change will be submitted to the Safe Church Team and/or Office Administrator who will forward it on to council for approval.

# SCREENING PROCEDURES, GENERAL GUIDELINES, AND CODE OF CONDUCT

## SCREENING PROCEDURES

### EMPLOYEES

All employees of Haven Christian Reformed Church must be screened and approved in accordance with the following procedures:

1. The employee shall have a personal interview with and be approved by the Administrative Committee or a committee approved by them.
2. The employee must submit a fully completed, signed and dated application on the form used by Haven Christian Reformed Church.
3. The employee shall provide Haven Christian Reformed Church with access to, and permit the copying of, his/her driver's license, State of Michigan identification card or passport.
4. Haven Christian Reformed Church shall have a criminal records check performed by the State of Michigan. The results of the background check shall be placed in the employee's file and subject to the same confidentiality as the remainder of the file. The result of the check shall be used by the person(s) in charge of hiring the employee or reviewing the employee's performance.

### VOLUNTEERS

The volunteer shall submit a fully completed, signed and dated volunteer application form and a completed a background check on file. All volunteers age 16 and older will be screened. Please see APPENDIX B for a copy of this form. In addition, all Student Life volunteer leaders will sign a "Youth Leader Expectations and Contract" (See APPENDIX J for more information) due to the security that students might feel with their youth leader.

### PROCEDURES FOR ALL VOLUNTEERS AND EMPLOYEES

1. All persons wishing to serve in a ministry position or volunteer position must fill out a Worker Renewal Application annually. (Please see APPENDIX C for more information).
2. An Initial Screening Form and/or Worker Renewal Application must be on file for all people in service positions. (Please see APPENDIX B for more information).
3. Staff/Volunteer Screening and Renewal forms will be requested by the director of the program in which the member is serving.
4. Once completed, the director will forward the form to the Administrative Secretary who will process the member's form, contact references if needed



(see APPENDIX D for a copy of the reference form), and complete the application process.

## RIGHT TO REFUSE WORK AND STATEMENT OF RESTRICTION

In the event that an employee or volunteer has been convicted of, or plead guilty or no contest to a charge alleging abuse, or has a criminal history evidencing assaultive behavior, that person shall be ineligible for any paid or volunteer position at Haven Christian Reformed Church. Any person who may pose a threat to children, youth, or vulnerable adults will be prohibited from working in any ministry involving the above stated. In addition, Haven Christian Reformed Church reserves the right to refuse employment, either paid or volunteer, to anyone for any reason or no reason. Haven's intent is clear: we are committed to identifying potential predators and/or volunteers who are unsuitable for ministry with vulnerable individuals.

### EXCEPTIONS

The Administrative Council has the right to make an exception for adult ministries only on a case by case basis where a professional counselor gives a written statement (see reporting procedures for more information on the reinstatement of a healed offender).

## SEXUAL OFFENDER CHAPERONE

In an effort to provide accountability and appropriate monitoring, the Abuse Response Team will set up a chaperone to monitor any known registered sexual offenders who may participate in organizational worship or other activities. The designated mentor, sponsor, or chaperone will be responsible to monitor the offender's personal activities while the offender is on Haven CRC premises or participating in church activities. Additionally, the offender will enter into a written agreement with the church acknowledging any restrictions and agreeing to abide by all the rules established by the applicant. Please see APPENDIX L for a copy of this agreement.

## ACCOUNTABILITY

It shall be every employee's duty to inform the Abuse Response Team of any criminal charges levied against that person. It is recommended that each staff member provide accountability and oversight to not only each other, but church leaders as well. If a staff member or volunteer witnesses a staff member, fellow volunteer, or church leader make inappropriate comments, unwanted advances, and otherwise inappropriate behavior toward others including minors, they will inform the Abuse Response Team and fill out an Incident Report.

## TRAINING AND COMPLIANCE

All staff, volunteers, and council members will be given information on procedures and policies used in ministry programs, as well as procedures for reporting suspected abuse (or policy violation). All persons mentioned above must read the policy and complete the Safe Church Training quiz. Training quizzes will also be required for all *new* Council members, *new* pastors, and *new* church workers involving children/youth and potentially vulnerable adults. Additionally, the volunteer must be a member of Haven CRC for at least four months, unless the Admin Council grants an exception. This requirement will provide

ministry leaders with more first-hand experience with the prospective volunteer's gifts and character when determining whether the prospective volunteer is suitable for a particular ministry. The requirement also serves to deter predators who may be seeking quick access to vulnerable individuals.

## TRANSPORTATION

When using personal vehicles to transport minors, staff and volunteers are encouraged to use utmost care and caution. Transportation should occur in safe, insured vehicles driven by licensed, responsible drivers. Permission to transport children/youth must be obtained from parent(s) or guardian, either written (preferable) or verbal, or via email. This is included in the Child Information / Medical Consent Form (APPENDIX F). For special circumstances outside of normally scheduled activities, the Off-Site Transportation Permission Form (see APPENDIX E) should be used. If email is used, permission must come from the parent/guardian email address. Permissions from a student email address will not be accepted. Transportation Procedures (see page 24 for more information) must be followed for all activities, including Wednesday night activities.

## OFFSITE ACTIVITIES

Plans for off-grounds activities involving minors should be reviewed with the appropriate program director and appropriate forms should be completed and submitted to that staff person. For day outings, parents will receive prior communication and participants must have written permission and medical release forms turned in to the appropriate adult (see APPENDIX F for more information). Overnight activities will be limited to children/youth of at least second grade or older, unless they are accompanied by a parent or guardian. There must be at least two non-related adults present for all off-site activities.

## DISCIPLINE POLICY

Persons working with minors will agree to abide by the Behavior Management Guidelines adopted by Haven Christian Reformed Church. Students in grades 6-12 must sign the *Student Behavior Policy* (please see APPENDIX G) and parents of younger students will sign the *Behavior Policy for Younger Students* (please see APPENDIX H). Concerns about a child's/youth's behavior or the appropriate response to a child's/youth's behavior should be reported to the program supervisor. Verbal abuse of a child or youth, and any discipline of a child or youth that is demeaning, is forbidden. Corporal punishment is also forbidden by anyone other than the child/youth's parents. Please see the full Behavior Management Guidelines section on page 20 and the APPENDIX section for more information on the appropriate forms for students.

## TWO-ADULT RULE and/or RULE OF THREE

At least two screened adults should be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults ("Two Adult Rule"). At least two workers shall be present at or before the time that any function or activity is scheduled to begin and will remain present at the conclusion of this activity until all children and youth are picked up by their parent or otherwise leave the facility. For the times when this precaution cannot be supported, at least three individuals (at least one being an adult) should be present at every function, classroom, or vehicle ("Rule of Three"). For overnight activities, two unrelated adults need to be present at all times. The

only exceptions to the Two Adult Rule and/or Rule of Three will be during one-on-one spiritual counseling situations and emergency situations (i.e. isolation of a child/youth during illness for the safety of the child/youth and other children/workers).

### ONE-ON-ONE SPIRITUAL COUNSELING WITH MINORS

It is recommended that one-on-one spiritual counseling only occur with the prior written approval of the minor's parent or guardian and the advanced notification and consent of the worker's supervisor. It is also recommended that One-on-One Spiritual Counseling situations be limited in frequency (not more than 5 sessions unless approved by the Administrative Council) and be limited to thirty minutes in duration.

### ONE-ON-ONE CONTACTS

Considerable caution should be used in one-to-one contacts between staff/volunteers and minors. If adults talk to children/youth alone, this contact must occur within sight and/or sound of other screened adults. No worker shall be left alone in a room with one child/youth unless the door is left open and/or has a transparent window. An exception to this rule is if the parent has been notified of a one-on-one contact and has given the leader written approval to meet with their child/youth (Please see APPENDIX K for a copy of this permission form).

### RESTROOM POLICY

All young children needing to use the restroom should be accompanied by a screened adult to and from the restroom. If practicable, this adult should be a female. Before any child or vulnerable adult enters the restroom, the screened adult will enter the restroom to make sure that it is safe. However, the adult will remain outside of the restroom. If assistance is required, the screened adult will assist the individual with the door propped open so that a second screened adult can visually monitor the assisting adult. It is recommended that two screened adults be present when assistance will be required. When children use the restroom facilities, their departure time should be observed by the director of the program to ensure safe and timely return to the program/care area from which they came. The closest restroom available should be used for children (including the nursery bathroom as that will always have an adult present). When restrooms are directly accessible to children from the room where children's activities are taking place and not accessible to the general public, children can be allowed to utilize the restroom alone. Although the church does not have a recommended age to allow children to go by themselves, we recommend the parents and teachers consider their child's maturity level, ability to understand safety, and knowledge of what to do if a situation arises. Children who are mature enough to depart from the main activity alone temporarily can be released from the activity, but if a worker is available to accompany the children, then he/she should. Workers are to respect the privacy of the children or youth and also protect their own privacy in all situations.

### MONITORING CHILDREN/YOUTH ACTIVITIES

For the safety of children/youth, halls, bathrooms, and other common areas should be regularly checked when children and youth activities are occurring. During worship services, the two persons from the Full Council will be responsible to periodically walk/monitor hallways and bathrooms, ensuring all children/youth have gone to and remain in the appropriate classrooms. A schedule will be utilized in Church Community Builder to have

two persons responsible for hall monitoring during the service. Additionally, parents are encouraged and welcome to observe programming and care provided to their children/youth in all active classroom and nursery areas. (Please use your discretion for nursery if your child is one who cries upon seeing you).

## ENCOURAGEMENT AND DISPLAY OF AFFECTION

Physical contact and the display of affection are part of conveying support and encouragement in the interaction between adults and between adults and youth/children. At the same time, such displays can be misunderstood and misinterpreted. For some, physical contact such as a hug or touch on the shoulder may be comforting, while for others it may be an unwelcome invasion of personal space. Restricting such displays of affection to public areas is encouraged. Respect for the right of a care giver or recipient to refuse such contact is essential. Physical contact should not take place in private at all.

## CONVERSATION AND MATERIALS

The conversation of all workers shall be wholesome and edifying. There shall not be any obscenity, inappropriate sexual talk, off-color jokes, coarse language or sexual innuendo by any worker, youth, or child at any time. Such conversation will not be tolerated or condoned in children, youth, or adults. Music, songs, skits, games, videos and other such group activities shall be free of the above stated. Humor should be used with care in ways that are edifying and not at the expense of the self-esteem of others. No pornographic or obscene literature, videos, or other material of any nature whatsoever shall be permitted at any Haven Christian Reformed Church Activity. (Note – education materials which discuss topics in an educational way may be used, but teachers/leaders of such activities should exercise sound judgment and should contact parents ahead of time). No alcoholic beverages, or controlled substance, other than for prescribed for use by a particular person and used by that person in the manner prescribed shall be permitted at any Haven Christian Reformed Church activity.

## OTHER SAFETY CONCERNS

Due to safety concerns, the doors closest to the Compass Room are to be locked by the custodian within 15 minutes after the worship service has started (after giving reasonable time to allow for late-comers). When the Fellowship Hall is not in use for overflow, those doors will also be locked. Signs will be placed on the doors to properly notify congregants and direct them to the open main entrances. This is especially important for the safety of our children/youth who are meeting near doors that could be unsupervised.

## VIOLATIONS

Observed violations of the General Guidelines and Code of Conduct must be reported to the appropriate ministry director who will pass the violation to the Abuse Response Team and Office Administrator. Please use the Reporting Incident Form (APPENDIX A). Any worker who violates the policy may be asked to resign his/her involvement with the ministry.

## BEHAVIORAL MANAGEMENT GUIDELINES

Persons working with minors will agree to abide by the Behavior Management Guidelines adopted by Haven Christian Reformed Church. Students in grades 7-12 must sign the *Student Behavior Policy*, and parents of younger students will go through the *Behavior Policy for Younger Students* (a signature is not required for the younger student form). (Please see the APPENDIX section for further information).

Respect, gentleness, and compassion are essential in dealing with children and youth. We intend to keep all children/youth involved in programs whenever possible. In the event that children/youth cause too much disruption to reasonably allow for their continued participation and/or for others to continue learning, individuals may be temporarily removed from the group. Active attempts will be made to communicate with parents to enlist their support in addressing the behavior as we believe that the responsibility for discipline is theirs, not the church's.

## GENERAL GUIDELINES

1. Concerns about a child's/youth's behavior or the appropriate response to that behavior should be reported to the program supervisor.
2. Corporal punishment is forbidden by anyone other than the child/youth's parents.
3. Verbal abuse of a child or youth and any discipline of a child or youth that is demeaning are forbidden.
4. Age appropriate behavior expectations for the particular setting in which children/youth are to be stated clearly. It may be beneficial to have these expectations written out and available to both children/youth and their parents.
5. Promoting positive behavior is encouraged. Use of appropriate incentives and affirmation of appropriate behavior can be very effective. Sometimes children can be distracted or redirected when they are misbehaving. Time outs, preferable for a time not longer than the child's age in minutes, can be used for those three and older. The child should be told that parents will be informed of their behavior and the supervisor must follow through on this contact with parents. Parents should be informed about any of their child's/youth's behavior that is disruptive and/or requires removal of the child from the program.
6. If parents have concerns about the handling of their child's/youth's behavior, the parents are encouraged to contact program staff, the Church Administrator, or another member of the Safe Church Team.
7. If rules/expectations are not followed by a child/youth during program activity, the child/youth may be asked to sit apart from the group (but within the adult's visual range) until the leader believes the student is ready to return to the activity.

## ADULT PASTORAL CARE PROGRAMS

1. All adults participating in pastoral care programs will be familiar with the General Policies and Procedures.

2. Office-bearers and other pastoral care givers who are charged with the care of any and all church members will exercise good judgment when visiting alone with persons of the opposite sex.
3. Ordinarily, all care givers shall visit with anyone under the age of 18 years only after notifying a parent or guardian. An exception to this notification may occur when a minor feels the need to report alleged abuse perpetrated by a parent or guardian. Care-givers are required to report any such visits to a member of Abuse Response Team or Church Administrator directly, privately, and immediately.
4. It is wise to use public places such as restaurants for meetings between two people, especially when they are of opposite genders.
5. Care givers are not discouraged from appropriate touching and displays of affection. They are cautioned, however, to give careful thought and exercise good judgment in their use of touch. For some, physical contact can be misconstrued as meaning or indicating something more or different than the care-giver intended to convey. Respect for the right of a care-giver or recipient to refuse such contact is essential.
6. All transactions, observations and/or records of contact between a care-giver and a care-receiver must remain confidential. Exceptions may include information that is obviously public, information that the care-giver has obtained permission to share with specific individuals, and information that indicates the possibility or potential for abuse – in which case the care-giver should follow the guidelines for reporting suspected abuse.

## NURSERY POLICIES AND PROCEDURES

### NURSERY VISION STATEMENT

To provide a safe, sanitary and secure nursery where children are nurtured and cared for while parents can confidently attend church sponsored activities.

### GENERAL NURSERY GUIDELINES AND INFORMATION

1. All nursery attendants age 16 and older (hereafter referred to as nursery staff) must read and be familiar with the General Policies and Procedures and have attended one Safe Church Training class.
2. Depending on circumstances, either an initial application or worker renewal application form must be filled out by all nursery staff over age 16 (See APPENDIX C for a copy of this form).
3. Anyone not following the rules stated below should be reported to the nursery coordinator.
4. Children from age zero through three years of age are welcome in the nursery.
  - a. Three's and Children in Worship are also available for the 3-4 year olds
5. Volunteers



- a. Each AM service will have a minimum of 2 adult volunteers. 3-4 youth volunteers may also be asked to help
  - b. Each PM service will have a minimum 2 adult volunteers. 1 or more youth volunteers may be asked to help.
  - c. There should be a minimum of 1 adult to every 6 children. The head nursery volunteer for that day will be responsible to count this. If more helpers are needed, please notify a Nursery Team member (Bethany Nichols or Krissy Holtrop can usually be found toward the back of church) or check CCB or the pager number on a child's nametag and page for parent helpers.
6. General Safety Information
- a. Be familiar with and follow the guidelines in the Safe Church Policy
  - b. Never be alone with a child.
  - c. The bathroom door must ALWAYS remain OPEN.
  - d. Nursery volunteers do not change diapers. This is done only by the parents.
  - e. In case of fire, use the windows if doorways are inaccessible.
  - f. In case of tornado, take the children to the men's or women's bathroom.
  - g. To dial 911, press "9" then 911. Please see the General Emergency First Aid Guidelines for more information.
7. The nursery may be divided into Infant and Toddler sides as needed.
- a. Infant side will be for infants to early walkers per parent's request.
  - b. Toddler side will be for early walkers through 3 years.
  - c. At least two unrelated adult volunteer should be present in each side of the nursery.

## WELL CHILD POLICY

1. No child may be in the nursery if he/she has had the following symptoms in the past 24 hours:
  - a. Fever
  - b. Runny nose
  - c. Cough
  - d. Vomiting
  - e. Diarrhea
  - f. Pink Eye
  - g. Rash (excluding diaper rash)

## VOLUNTEER REQUIREMENTS

1. The volunteers must arrive 20 minutes before the service begins.
2. The volunteer with a "\*" next to their name on the schedule is the head volunteer for that service. They will delegate who will check in the children and who will interact with them if necessary. They're also expected to ensure a safe environment.
3. When a volunteer receives a request to serve through CCB, he/she must accept that request. If he/she is unable to serve that assigned time, the volunteer is

responsible to find a replacement and contact a member of the Nursery Team (Bethany Nichols and Krissy Holtrop) so the master schedule can be adjusted.

4. Only volunteers scheduled to serve may be in the nursery for that service. If additional help is needed, volunteers may page parents to ask for additional help.
5. Youth volunteers may begin serving once they are going into 4<sup>th</sup> grade if they are scheduled with their parent; otherwise a youth volunteer may serve without a parent the summer of when they are going into 5<sup>th</sup> grade.
6. There should be one volunteer assigned to helping parents check-in the children and making sure the parents feel comfortable. The other volunteers can take the children and get them comfortable in the nursery.
7. Remember that parents need to feel confident in the care given. Smile and introduce yourself to a new face.

### CHECK-IN PROCEDURES

1. Each child should be signed in by their parents, guardian or grandparent.
2. Utilize the CCB Check-In system to check children in. Each child will need to have a name tag printed to be stuck to their back.
  - a. An additional name tag may be printed for a diaper bag.
  - b. Ensure the proper pager number is entered into the CCB check-in screen.
3. Reasons to page parents:
  - a. Diaper change
  - b. Helping a child use the bathroom
    - i. If a child is in nursery and is potty trained, an adult will inform another adult that they are heading to the bathroom. The first adult will assist the child to the bathroom but not enter the bathroom unless the child requests help. If the child requests help, the second adult is to monitor all activity.
    - ii. A nursery attendant may also choose to page a parent for help if they deem that more appropriate.
  - c. Inconsolable child
  - d. Injury
  - e. Discipline issues

### CHECK-OUT PROCEDURES

1. Each child may be released to the parent, grandparent, guardian or designee but this person *must* have the pick-up tag that was given to the parent at check-in.
2. The person picking up the child must verbally provide the nursery attendant the name of the child and pass over their pick-up tag. The pick-up tag only has a security code on it which will match the security code on the nametag of the child as well as any diaper bag.
3. A child must stay in nursery until the parent or designee comes to pick them up.



## THREE'S / CHILDREN IN WORSHIP / KIDZ ZONE/ COMPASS KIDZ PROCEDURES

1. All teachers and regular helpers must read and be familiar with the General Policies and Procedures.
2. All teachers and regular helpers over 16 years old are required to complete a Safe Church Quiz and fill out a Worker Application.
3. All returning teachers and regular helpers must fill out a Renewal Application Form and agree to the terms at the bottom of the form.
4. To hold class each week there must be at least two students in the classroom and two adults.
5. All teachers for the children's groups are responsible to know where all their students are at all times during the program hours.
6. Any child that needs to use the bathroom during the program activity should have a screened adult check the bathrooms first. Please see the general guidelines "Restroom Policy" for more information.
7. Any one-on-one outings (student with teacher) will require the approval by the parents and should occur in a public place.
8. An adult will monitor the hallways and bathrooms to see that they are safe during the program to ensure it is safe to use the bathroom per the above Restroom Policy (see page 15 for more information on age restrictions).
9. Anyone not following the rules stated must be reported to the program director.

## GEMS AND CADETS PROCEDURES

1. All counselors and helpers over age 16 must read and be familiar with the General Policies and Procedures and sign a Volunteer Renewal Form each year.
2. All counselors and helpers over age 16 must attend a Safe Church Training class.
3. Prior to the first meeting of the year, a review of the policy should be done with counselors.
4. A minimum of two staff / counselors need to be present at all activities.
5. Counselors and helpers must be aware of their student's whereabouts at all times.
6. Any one-on-one outing will require written approval of the parent and must report to the head counselor prior to leaving.
7. Written parental approval must be obtained if a staff/counselor is to transport a youth to or from a church activity (this release is part of the Child Information / Medical Consent form – please see APPENDIX F for more information).
8. Anyone not following the rules stated must be reported to the head counselor.

## MIDDLE AND HIGH SCHOOL YOUTH GROUP PROCEDURES

1. All leaders and helpers must read and be familiar with the General Guidelines and Procedures.
2. All leaders and helpers must fill out a Volunteer Application / Renewal Form (see APPENDIX B & C for more information) and must complete a Safe Church Quiz.

3. A minimum of two staff / leaders need to be present at all activities.
4. Prior to the first meeting, a review of the policy should be done with leaders and helpers.
5. Youth leaders and helpers are responsible to know where all their students are at all times during scheduled meetings.
6. Any one-on-one (individual time that is not a programmed activity) activities will require written approval of the parent. One written permission slip may be obtained for recurring one-on-one activities.
7. Any one-on-one activities that happen during a regularly scheduled youth outing must be reported to and check in with the head leader prior to leaving.
8. Written parental approval must be obtained if a staff/leader is to transport a youth to or from a church activity (this is part of the “Medical Release Form” so this needs to be on file for the student to ride with staff/leaders).
9. Part of the Youth Covenant (see APPENDIX G for more information) is that students must dress modestly. If a student is not dressed modestly or appropriately as deemed by a minimum of two leaders, two leaders of the same gender as the student will approach the student to tell them their attire is inappropriate. A student may be sent home if it is not something that can be covered.
10. Anyone not following the rules stated must be reported to the Student Life Director (or the head leader of the program if none are on staff).

## TRANSPORTATION PROCEDURES

### REGISTRATION/SIGN IN PROCESS

All participants going on a long term trip (overnight or longer) must have a signed permission slip before getting on the bus/van. If a child/youth is going on an outing for just the evening, it was included in the Child Information / Medical Release Form (See APPENDIX F for more information) that a child/youth may ride in leader's vehicles as a part of normal activities. Any activities outside of normally scheduled activities must have prior written approval.

Regardless of location, all youth must be checked in each time the vehicle is loaded. This means that chaperones will mark a role call sheet of those who are riding in that vehicle. If a vehicle is carrying 7 or less youth that are in grades 6 and older, a roll call sheet is not necessary and the buddy system will be utilized.

Any person driving a vehicle must provide proof of vehicle insurance as well as a valid driver's license to the office.

All General Policies and Procedures to Haven CRC's Safe Church Policy must be honored even in transportation situations.

### TEXTING/CELL PHONE USE

Consistent with Michigan Law, the driver of the vehicle must never text while driving under any circumstances. "Hands-free" devices may be used. However, it is highly recommended by the church not to use cell phones at all while driving unless it is an emergency. The safety and well-being of the individuals in the vehicle is the church's top priority and talking on a cell phone only provides a distraction to precious cargo.

### EMERGENCIES

In the event of an emergency, the driver or a chaperone should contact a director at church to let them know of the emergency. That director will let the other directors know about the incident and can contact a parent if need be.

## CRISIS RESPONSE PLAN

The President of the Administrative Team will be selected to handle the dissemination of information to staff, media, and congregation in collaboration with the help of the rest of the team. A clear position statement of the church's policy and procedures to safeguard children, youth, vulnerable adults, or health and safety of the congregation will be ready for release.

It is recommended that the President of the Administrative Team use text or prepared public statements to answer the press and inform the congregation. At all times strictly maintain the privacy and confidentiality of all persons involved. Keep in mind that information given or obtained by the media may have a bearing on church liability.

## EMERGENCY AND FIRST AID GUIDELINES

### CHILDREN, YOUTH & WEDNESDAY ACTIVITIES

There are four first aid kits on church property and are located in the church kitchen, the Education Building kitchen, the Cadet room, and the nursery.

1. Staff and volunteers are required to exercise caution at all times. Evaluate your classroom for potentially dangerous materials or objects. Be alert for potential hazards and remove them as needed. Make sure property and any equipment being used are used properly.
2. Children/Youth must be supervised at all times.
3. In the case that an injury occurs to a child/youth:
  - a. Quickly assess the individual's health and stay calm
  - b. Consult medical personnel if available
  - c. Unresponsive Individual:
    - i. Quickly assess whether the child/youth is breathing and has a pulse
    - ii. An Automatic External Defibrillator (AED) is located in the church next to the main entrance.
    - iii. Quickly run for the AED bringing back a trained ministry leader to run the AED if not already available. (All ministry leaders will be trained in how to use the device, but if none are available, the machine will direct you on how to use it).
    - iv. Be sure that the shock paddles are for the appropriate age and the AED unit will direct you from here.
  - d. Serious injuries:
    - i. Call 911 for emergency help if necessary. Use your cell phone if available as that is the quickest option, but if no cell service is available, locate one of the landlines at church located in the Education Building hallway, the nursery, west church hallway, and church offices. Our address is 541 Alice St. Dial "9" first to get an outside line. (Our address along with directions to dial out is also posted at each church phone). Ask the medical personnel to arrive at the main entrance door and send another adult to meet them there to bring them to your room to ensure the medical response team can arrive the quickest and most effective way possible.
    - ii. Do not move a seriously injured individual.
  - e. Minor injuries:
    - i. Use first aid kits and latex gloves to avoid any contact with blood.
  - f. Contact the child's/youth's parent or guardian that is listed on the emergency medical release form (the ministry leader will have a copy of this, and another copy is located in the office).

- g. Fill out an injury report after the matter is resolved and submit copies to the Administrator and the ministry leader. (See APPENDIX I for a copy of this form). Copies will be kept in the Information Center or online in CCB.

## GENERAL EMERGENCY AND FIRST AID GUIDELINES

### HEALTH EMERGENCIES DURING A SERVICE

There are four first aid kits on church property and are located in the church kitchen, the Education Building kitchen, the Cadet room, the church office, and the nursery.

1. In the event that an injury occurs during a service:
  - a. Quickly find a member of the Medical Emergency Response Team:
    - i. Deb Bosch
    - ii. Linda Bosma
    - iii. Kristin Brookens
    - iv. Beth Kalkman
    - v. Sheryl Mulder
    - vi. Mike Roelofs
    - vii. Brent Sluiter
    - viii. Kelli Tinholt
    - ix. Stephen VanDeWalker
  - b. Assess the health and well-being of the child, youth or adult and stay calm
  - c. Unresponsive Individual:
    - i. Quickly assess whether the individual is breathing and has a pulse
    - ii. An Automatic External Defibrillator (AED) is located next to the main entrance of the church.
    - iii. Quickly run for the AED bringing back a trained ministry leader to run the AED if not already available.
    - iv. Be sure that the shock paddles are for the appropriate age and the AED unit will direct you from here.
  - d. Serious injuries:
    - i. Call 911 for emergency help if necessary. Phones are located in the Education Building hallway, nursery, west church hallway, and church offices. Our address is 541 Alice St. Ask the medical personnel to arrive at the main entrance door and send one other adult to meet them at the door. Guiding the medical personnel quickly and efficiently to the room right when they arrive will ensure the medical response team can arrive the quickest and most effective way possible.
    - ii. Do not move a seriously injured or unresponsive individual
  - e. Minor injuries:
    - i. Use first aid kits and latex gloves to avoid any contact with blood.
  - f. Fill out an injury report after the matter is resolved and submit copies to the church Administrator.

2. If need be, Shepherding Elders will assist the congregation out of the sanctuary or wherever the emergency situation may be so that the response team can properly assist. Elders will be sure to keep an aisle clear and assist the congregation out of the sanctuary in an orderly fashion. The decision on whether congregation evacuation is necessary will lie with the Head of Shepherding Elders and/or any Administrative Elder and/or the Senior Pastor.
  - a. Any evacuation will keep the area of the hurt individual clear – including an entire aisle way and two doors clear to allow for medical staff to intervene if necessary.
  - b. The Senior Pastor will be responsible to direct someone to be with the person's family member(s) and lead in a short time of prayer for the individual.

## AED MAINTENANCE AND MEDICAL RESPONSE TEAM GUIDELINES

1. The AEDs will be checked quarterly by one member of the Medical Emergency Response Team, initialing and dating the log in the AED wall case. If any problems are detected with the AED, this person will ensure that the problems are corrected and that Administrative staff is aware of the malfunctioning AED.
2. This person will ensure that all forms and supplies which were provided with the AED are present and regularly maintained. These include
  1. AED
  2. Gloves/scissors
  3. AED Battery
  4. Adult/pediatric pads
  5. CPR masks
  6. Batteries for the cabinet alarm (replaced yearly)
3. In addition, this person will ensure that all supplies in the first aid kits are stocked and well-supplied. A list provided by the American Red Cross recommend the following:
  - 2 absorbent compress dressings (5 x 9 inches)
  - 25 adhesive bandages (assorted sizes)
  - 1 adhesive cloth tape (10 yards x 1 inch)
  - 5 antibiotic ointment packets (approximately 1 gram)
  - 5 antiseptic wipe packets
  - 2 packets of aspirin (81 mg each)
  - 1 breathing barrier (with one-way valve)
  - 1 instant cold compress
  - 2 pair of non-latex gloves (size: large)
  - 2 hydrocortisone ointment packets (approximately 1 gram each)
  - Scissors
  - 1 roller bandage (3 inches wide)



- 1 roller bandage (4 inches wide)
- 5 sterile gauze pads (3 x 3 inches)
- 5 sterile gauze pads (4 x 4 inches)
- Oral thermometer (non-mercury/non-glass)
- 2 triangular bandages
- Tweezers
- First aid instruction booklet

## SAFETY EMERGENCIES

### CIVIL DISTURBANCE

Although a civil disturbance is likely rare, it is important that the church is prepared to handle a situation if anything arises. Because the church can be a sensitive area to some individuals, it may be a target for disruptive actions. Actions that qualify as a civil disturbance involve orderly and peaceful demonstrations, riots, or more harmful things such as snipers, kidnapping, theft, arson, the taking of hostages etc.

1. Encourage others to stay calm, avoid over reaction and confrontation.
2. Continue normal operations if possible and advisable.
3. Lock the front doors until police can arrive.
4. Stay away from doors and windows.
5. If the disturbance is outside, do not leave the building unless instructed to do so by a Shepherding Elder or Police Officer.
6. If demonstrators or groups of peaceful disruptive persons enter the building, the Shepherding Elders of the church will inform Children's Ministries and Nursery to go on lockdown until further notice. If there is no Shepherding Elder available (such as a Wednesday night), any other Ministry Leader is authorized to make the call on lockdown, so long as the activity outside may be a threat to the little ones inside.
  - a) Lockdown will happen when an individual (preferable Shepherding Elder) informs any Children's Ministry Group to stay in the room. They will be unable to leave unless an Elder or police officer allows them to do so. For the safety and well-being of the children/youth, they *MUST* remain inside the room until further notice. No other adults, including parents, may enter the room unless directed by an Elder or other police officer.
7. If an individual disrupts a church service for any reason and refuses to leave, police will be called. Any off-duty police officers in the church are encouraged to attend to the situation. If none are present, the Head of Shepherding Elders (or any Administrative Elder) may decide to evacuate the sanctuary. This will be done in an orderly fashion as to not cause more disruption to the disturbed individual.

## FIRE

A fire maintenance company is responsible to come in yearly to check the expiration dates and re-charge our fire extinguishers. The Building and Grounds team will be responsible to check our fire alarm system quarterly. If you see that a fire alarm or extinguisher is defective, please notify the Administrator immediately.

In case of a fire in the building:

1. Immediately activate the nearest fire alarm. Fire alarms are located near the:
  - NE and NW entrance near the Compass Room
  - East main entrance near the storage closet
  - West main entrance by the entrance door
2. If the alarm is activated, flashing lights will be seen in each of the following rooms:
  - Infant and Toddler Nursery
  - Compass Room (4)
  - Both inside and outside the office door
  - Student Life Director's Office
  - Newer men's and women's restroom
3. If it is a small fire, fire extinguishers can be located:
  - By the NE and NW door near the Compass Room
  - Kitchen by Fellowship Hall and kitchen in the Education Building
  - Between the prayer room and music closet
  - In the coat room by the main entrance
  - In the boiler room
  - On the top of the stairway closest to the sound booth
  - In the janitor's closet in the Education Building
  - In the Cadet room in the Education Building
4. Inform the persons in your area of the fire. If this happens during a non-worship service event, all Ministry Leaders will need to evacuate their classrooms and spread the word of the fire. Please remain calm so as not to scare small children.
5. If a fire happens during a church service, the lead Shepherding Elder, lead Service Deacon, or President/VP of Admin Council will call 911. The other Shepherding Elders and Service Deacons will assist in informing the classrooms and getting the children/youth out of the building quickly. Other Shepherding Elders and Service Deacons will assist in evacuating the congregation in an orderly manner, starting with the area closest to the fire first. Shepherding Elders will assist in evacuating the congregation while Service Deacons will monitor the doors and tell people where to wait:
  - a. All persons exiting the east doors will proceed to the lawn under the trees by Alice St and the parking lot on the southeast corner of the property.

- b. All persons exiting west doors will proceed to the driveways of persons across the street.
  - c. All persons exiting the north doors will wait on the north end of the parking lot on Huizenga Ave.
  - d. All persons are to remain where they are until instructions are given by police or fire responder authority.
  - e. Once the fire department or Shepherding Elder has given the ok to move persons to other locations, we will all meet and reunite families under the trees on the southeast corner of Haven property.
6. No matter where the fire, there may be situations in which children, youth and parents become separated. All Ministry Leaders and helpers MUST keep track of their children and youth and keep them close by as to not cause harm to themselves or others trying to evacuate the building. They will be able to reunite with their family once given the clear by the Fire Department or Shepherding Elder.
  7. A copy of the fire procedures will be given to each Shepherding Elder and Service Deacon at the start of each term.
  8. If a fire happens during Wednesday night activities, the Children/Student Life Directors will be responsible to corral all children to the appropriate areas and coordinate with the appropriate safety agencies.

## WEATHER EMERGENCIES

### THUNDERSTORMS AND CHURCH EVENTS

- Stay tuned to the weather radio or local news station for the latest updates from the National Weather Service or go to the National Weather Service Web site, [www.nws.gov](http://www.nws.gov).
- Seek safe shelter when you first hear thunder, when you see dark threatening clouds developing overhead or see lightning. To determine the proximity of the severe weather, count the seconds between the time you see lightning and hear thunder. If the time between is less than 30 seconds, ensure you are in a safe location and stay inside until 30 minutes after you last hear thunder or see lightning. Remember, lightning can strike more than 10 miles away from any rainfall.
- When you hear thunder, run to the nearest large building or a fully enclosed vehicle (soft-topped convertibles are not safe). It is not safe anywhere outside and shelter must be sought immediately.
- If you are boating or swimming, get to land and seek shelter immediately.
- Telephone lines and metal pipes can conduct electricity. Any item plugged into an electrical outlet may cause a hazard during a tornado or thunderstorm. Do not use corded (plug-in) telephones except in an emergency.

## TORNADO WARNING ISSUED DURING CHURCH EVENTS

Although churches are canceled during any tornado watch or warning, it might occur that a tornado warning is issued in the middle of a church activity. If that is the case, the following procedures should be followed:

- If the warning occurs during non-regularly scheduled church service: Quickly move to shelter where there are no windows, such as bathrooms, hallways or closets.
- If the warning occurs during a church service, four Shepherding Elders will corral all nursery, 3's, and Children in Worship classes and will immediately assist them into a room with no windows (bathroom, storage closet, hallway or kitchen). The remaining Elders will assist the congregation in preparing: all persons in the balcony should move to the lower level and to avoid any blowing glass from the windows in the sanctuary. It is recommended that Shepherding Elders encourage and assist people to seek shelter under a pew, in the hallways, in the side aisles of the sanctuary, in bathrooms, kitchens, etc. Persons in the Fellowship Hall should move to the church kitchen, music closet, storage closet, or hallway.
- A good rule of thumb is to put as many walls between you and the tornado as possible.
- Stay away from windows, doors, and outside walls. Broken glass and windblown projectiles cause more injuries and deaths than collapsed buildings. Protect your head with books if available.
- If you are caught outdoors, a sturdy shelter is the only safe location in a tornado.
- If a tornado warning happens during Wednesday night activities, the Children/Student Life Directors will be responsible to corral all children to the appropriate areas and monitor radar and warnings.

## AFTER A TORNADO OR SEVERE THUNDERSTORM

- Shepherding Elders (on Sunday) or Student Life / Children's Ministry Directors (on Wednesday) will escort everyone back to the sanctuary once a tornado or thunderstorm passes.
- Inspect your property and motor vehicles for damage. Write down the date and list the damages for insurance purposes.
- The Building and Grounds Team will check for electrical problems and gas leaks, and report them to the utility company at once.
- Watch out for fallen power lines. Stay out of damaged buildings until you are sure they are safe and will not collapse. Secure your property from further damage or theft.
- If the power goes out for an extended period of time, the food stored in the refrigerator or freezer will be cleaned.

**WIRELESS EMERGENCY ALERTS (WEAs)** Automatic weather warnings on your smart phone: no matter where you are.

Imagine being on vacation when a tornado warning is issued for your area. How would you find out? If you own a smart phone, you no longer have to worry. The Federal Emergency Management Agency, the Federal Communications Commission, the National Weather Service, and CITA-The Wireless Association have developed a cell phone emergency alert system that will automatically notify you through a text-like message about urgent weather warnings, emergency messages from the President of the United States, and amber alerts. If you have a WEA enabled smart phone, you don't have to sign up or do anything...you already have it. If you are not sure if your phone supports this new technology, then check with your cell phone carrier. In many cases, all you may need to do is update your device's software.

Wireless Emergency Alerts are a point-to-multipoint system, which means alert messages will be sent to those within a targeted area, unlike text messages which are not location aware. For example, if a person with a WEA-capable device from Michigan happened to be in Minnesota when a flash flood threatens in that area, they would receive an "Imminent Threat Alert" on their device.

While these alerts will appear on a person's mobile device similar to a text message, Wireless Emergency Alerts are not text messages. Instead, WEAs use a different kind of technology to ensure they are delivered immediately and are not subjected to potential congestion (or delays) on wireless networks.

## CONCEALED WEAPONS POLICY

Last Revised: 04-19-10. Approved by Administrative Council 4-19-10.

Updated 7/12/14

Parishioners may not at any time, while on church property or at any event sponsored by Haven Christian Reformed Church, possess or use a weapon. Weapons include, but are not limited to, guns, knives or swords over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. There is *one* exception to this rule: the possession of a weapon can be authorized by the church Administrative Council as well as the Safe Church Team, to allow security personnel or a trained parishioner, whether identified or not, to possess a weapon if it is determined this is beneficial to the church. Permission will be granted by using APPENDIX M – Concealed Weapons Agreement. Permission to possess this weapon needs to be renewed yearly with both the Safe Church Team and Administrative Council.

Unless specifically approved by the Administrative Council and Safe Church team, regardless of whether a parishioner possesses a concealed weapons permit or is allowed by law to possess a weapon, weapons are prohibited on church property or at church sponsored events. The one exception is for on or off duty law enforcement officers who are members of Haven. Whether they are in uniform or in plain clothes, they are allowed, and encouraged, to carry their weapons with the approval of the Administrative Council.

FORMS SECTION  
**(APPENDIX)**

## APPENDIX A - FORM FOR REPORTING THE INCIDENT OF ABUSE OR A SYMPTON OF ABUSE

1. List specific signs or symptoms of abuse.

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2. Date of child or youth's report, or date when signs or symptoms were noted.

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3. Comment or response the child or youth had to the signs or symptoms of abuse.

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This report shall be forwarded to the leader of the program in which the child or youth is involved. The leader will then present this report to the Abuse Response Team. This meeting should occur as soon as possible (within 24 hours).

Name of reporting person: \_\_\_\_\_

Name of vulnerable youth or individual: \_\_\_\_\_

Date witnessed: \_\_\_\_\_ Date reported: \_\_\_\_\_

Signature of Program Leader: \_\_\_\_\_

Abuse Response Team Member contacted: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX B - INITIAL SCREENING FORM FOR VOLUNTEERS AND STAFF

In order to assure the health, safety, and security of our children, youth, and other vulnerable adults, we must screen ALL staff and volunteers. This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. INFORMATION IN YOUR VOLUNTEER PROFILE WILL BE KEPT CONFIDENTIAL, unless related directly to your ministry service or required by law.

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_  
 Home phone \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Gender Male / Female Ethnicity (background check software requires this) \_\_\_\_\_  
 List any other states you have lived in: \_\_\_\_\_

I am a member of Haven CRC (circle one) YES NO  
 If not a member of Haven, please name of church of which you are currently a member or last attended (if any):  
 \_\_\_\_\_

List previous or current church work involving children or youth:  
 \_\_\_\_\_

Please check all that apply to you:  
 \_\_\_\_\_ Arrest Record: Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind? \_\_\_\_\_ Health Problems (i.e. communicable diseases, emotional disorder, etc.)  
 \_\_\_\_\_ \*\* Traits or tendencies that could pose any threat to children or youth (i.e. struggles with pornography, anger etc.)  
 \_\_\_\_\_ Child Abuse Victim (physical, sexual abuse, neglect, molestation, etc.)  
 \_\_\_\_\_ Child Abuse Offender  
 Have you ever participated in, been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct?  
 \*\*Yes \_\_\_\_\_ (If yes, please explain) No \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*If you prefer, you may refuse to answer this question, or you may *discuss* your answer in confidence with a pastor at Haven or the Office Administrator. Answering yes or leaving the question unanswered will not automatically disqualify an applicant for children or youth work.

Please provide two independent (not related to you) references.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The information in this application is correct to the best of my knowledge. I authorize Haven CRC to contact any references or churches listed in this application and further authorize any such person or entity to give you any information for the purpose of affirming any character and fitness for children and youth ministry and other volunteer positions. I further authorize Haven CRC to conduct a criminal background investigation if such a check is deemed necessary. **I state that I have been presented a copy of the Haven Christian Reformed Church "Safe Church Policy" and having read the church's directive, agree to work within the guidelines presented in order to prevent the abuse or neglect of any person. I agree to serve spiritually, with integrity, and will participate in training and discipline to enhance my serving and ministry to children, youth, and other vulnerable adults.**

Applicant's Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

(OFFICE USE ONLY) COMPLETED ON \_\_\_\_\_ INITIALS \_\_\_\_\_

# APPENDIX C - WORKER RENEWAL APPLICATION FORM FOR VOLUNTEERS AND STAFF

## Haven Christian Reformed Church

541 Alice Ave  
Zeeland, MI 49464

Name: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Which area(s) of this ministry are you currently involved?

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What other areas of this ministry, if any, do you plan to become involved?

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By embracing the goal of providing a healthy, safe, and secure ministry experience for our church family, and complying with insurance requirements, I submit that:

Yes, one or more of the below apply to me OR  No, none apply to me (sign below)

• Been arrested for any reason?  Yes

• \*Been convicted of, or pleaded guilty or no contest to, any crime?  Yes

• \*\*Engaged in, or been accused of, any child molestation, exploitation, or abuse?  Yes

Are you aware of:

• Having any traits or tendencies that could pose any threat to children, youth, or others?  Yes

• Any reason why you should not work with children, youth, or others?  Yes

If the answer to any of these questions is "yes," please explain in detail:

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

OR none of the above apply to me (please sign if none) \_\_\_\_\_

I, (Print name) \_\_\_\_\_, having read the contents of the Safe Church Policy of Haven Christian Reformed Church, wholeheartedly endorse the goal of continuing to provide a safe community in which to worship and minister. I embrace the policies and procedures in these guidelines and promise to do all that I can to adhere to them.

I recognize that Haven Christian Reformed Church is relying on the accuracy of the information I provide on the Worker Renewal Application form, and I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct. I agree to uphold the policies and procedure of the Safe Church Policy at Haven CRC and look forward to God using me in this safe environment to build His kingdom. I commit to serving spiritually and with integrity.

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

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

OFFICE USE ONLY: RECEIVED ON: \_\_\_\_\_ INITIALS: \_\_\_\_\_

## APPENDIX D - REFERENCE RESPONSE FORM

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: \_\_\_\_\_

The individual named above has expressed an interest in working with children or youth within our church ministries at Haven Christian Reformed Church (541 Alice St, Zeeland, MI 49464, 616-772-2400). The candidate has listed you as a reference. In order for our organization to properly evaluate the qualifications of this worker/candidate, we are asking you to complete this form with your honest opinions and impressions of the candidate and return to the Haven CRC office via mail or email.

1. How long have you known the candidate named above? \_\_\_\_\_
2. In what capacity have you come to know this individual? (I.e. coworker, neighbor, friend etc.) \_\_\_\_\_
3. In your opinion, is the above candidate fully qualified to work with children and youth?  
Yes / No (Circle one). If no, please explain.
4. What concerns, if any, would you have in allowing this individual to work with children or youth?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Are you aware of anything in the candidate's background, personality, or behavior that could in any way pose a threat to children or youth?  
Yes / No (Circle one). If no, please explain.

The above information is true and correct to the best of my knowledge.

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

Please return this form at your earliest convenience to Haven Christian Reformed Church, 541 Alice St, Zeeland, MI 49464 or email to Jenna Spears at [jenna@havenchurch.org](mailto:jenna@havenchurch.org). Thank you.

## APPENDIX E – OFF-SITE TRANSPORTATION PERMISSION FORM

### Haven CRC Off-Site Permission Form

Activity: \_\_\_\_\_

Ministry: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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Student Name: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

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

Name of parent: \_\_\_\_\_

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

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### Information Essential to This Activity:

(to be filled in before distributing – ie. What to bring, when you leave/return, accommodations, how you can be reached etc.)

### Activities You Will Be Doing:

**Rules of Behavior:** Please follow your Student Covenant at all times during this trip.

As parent parent/legal guardian of \_\_\_\_\_, I have reviewed the information regarding the off-site activity and give my permission for the student of this release to be involved. I have reviewed the rules and agree that the student will abide by them, and that failing to do so may result in them being returned at our expense. I consent to the use of cameras, video cameras and audio recorders may be used to record activities during this outing, and may involve my child. I agree that the leader of this ministry can use these pictures as they see fit (following employee and safe church guidelines). I understand that reasonable precautions will be taken by all leaders at all times. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold Haven church or any of her agents (leaders, employees, or volunteer staff) liable for losses, diseases or injuries incurred by the student of this form.

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Parent(s)' Signature

Parent(s)' Printed Name

Date



## APPENDIX F – CHILD INFORMATION / MEDICAL CONSENT FORM

**Child #1** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Current Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_  
Birth Date \_\_\_\_\_ Allergies/Medications \_\_\_\_\_

**Child #2** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Current Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_  
Birth Date \_\_\_\_\_ Allergies/Medications \_\_\_\_\_

**Child #3** First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Current Grade \_\_\_\_\_ Age \_\_\_\_\_ School \_\_\_\_\_  
Birth Date \_\_\_\_\_ Allergies/Medications \_\_\_\_\_

\*\*Additional children can be listed on back of page

Parent/Guardian Name(s) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Father's Cell # \_\_\_\_\_ Mother's Cell # \_\_\_\_\_  
Parent's Email Address \_\_\_\_\_

If pictures of your children are taken during ministry activities, may those pictures (without names) be used on the Haven website or on Facebook? (Circle one) Yes No

To whom it may concern:

The undersigned does hereby give permission for the listed children above to attend and participate in activities sponsored by Haven CRC during the \_\_\_\_\_ school year.

We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any X-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licenses under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant to this authorization.

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by Haven CRC.

Hospital Insurance (circle one): Yes No Insurance company \_\_\_\_\_  
Policy Holder's Name \_\_\_\_\_ Policy Number \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX G – YOUTH COVENANT FOR GRADES 7-12

### **Youth Covenant for Middle School/High School 2013-2014**

In order to provide the safest, most loving environment for all students and leaders to grow together in Christ, we ask all students and leaders to agree to these expectations.

- Because I desire to become more like Christ, I agree to have a servant, joyful attitude. I understand that I am participating in youth group events to learn about and serve God, help build community, reach out to others, build new relationships, experience new things and ultimately be a disciple of Jesus. I agree to come prepared to do so!
- Because I am aware that my actions have consequences beyond myself, I agree to obey all local laws and ordinances pertaining to use of drugs and alcohol by minors. I will not bring weapons, illegal substances or use illegal substances during any youth group event or activity with Haven Church.
- Because I want nothing to distract me during youth group meetings or activities, I understand that I am not to use a cell phone, iPod, lap top, electronic game, or any other device that could potentially isolate me from those around me.
- Because I value the other students and leaders and our relationships together, I will do my best to build community, create relationships, be welcoming, and include others. I agree to treat everyone—leaders, staff, other students, community members—with the utmost respect. Because I want to represent Jesus and build others up, I will not use profanity or put-downs.
- Because I know that how I treat peoples' things makes a statement, I agree that I will respect the property of all other participants and community members.
- Because I know that my parents and leaders care about my well-being, and because I want to be safe, I agree to stay within the designated meeting areas, stay in a group of 3 or more, and respect gender specific areas (sleeping rooms, restrooms & showers).
- Because I know that I am representing Jesus Christ and want to respect the people around me, I agree to dress modestly. If a question arises about my choice of clothing, leaders of the same gender may approach me and I will respect their opinions.
- Because I value relationships of those around me, I agree to show no PDA (public displays of affection: hand-holding, kissing, touching, etc.).

- Because my parents and leaders want me and others to be safe, I agree to notify leaders of all prescription medications prior to an overnight event (must be in original container with label & dosage instructions). The medication is the responsibility of the student unless otherwise specified by parent and youth leader.
- Because I respect the time commitments of others, I agree to arrive no earlier than 10 minutes prior to the start of a meeting or event and to leave or be picked up no later than 10 minutes at the end of a meeting or event.
- Because I value my own safety and the safety of others, I agree to ride in vehicles driven only by adult youth leaders or parents during our events (no high school students driving during our events).
- Because I know that the youth leaders want what's best for me, I agree that they have the right to take appropriate disciplinary action, if necessary, including searching my bags or contents of pockets if there is suspicion of something illegal or harmful. Also, I understand that parents will be contacted and the student sent home at the parents' expense, if necessary.

We ask both students and parents to sign below, and by doing so, acknowledge that you agree to do your best, with God's help, to honor these expectations.

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Parent(s)' Signature	Parent(s)' Printed Name	Date
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Student's Signature	Student's Printed Name	Date
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## APPENDIX H - HAVEN CRC STUDENT BEHAVIOR POLICY FOR 3'S THROUGH 6<sup>th</sup> GRADE

Parents, please review this with your children so that they understand there are some general rules for Children in Worship.

1. I will listen when other people are talking. *Everyone should be quick to listen, slow to speak and slow to become angry. James 1:19.*
2. I will raise my hand when I want to talk. *Those who guard their lips preserve their lives, but those who speak rashly will come to ruin. Proverbs 13:3.*
3. I will keep my hands and feet to myself at all times. *Whoever scorns instruction will pay for it, but whoever respects a command is rewarded. Proverbs 13:13.*
4. I will follow directions willingly. *Your attitude should be the same as that of Christ Jesus. Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. Philippians 2:5-7.*
5. I will respect my teacher and the other kids in class. *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*
6. I will act in a Christ-like manner. *Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32.*

Positives for following these rules:

1. Able to learn more about God
2. You can know that you are acting in a way that is pleasing God.
3. You're able to have more fun and know that you've done your best!

Negative consequences for disobeying leaders:

1. Receiving a warning
2. Take a time-out for discussion with another leader
3. Talk with a leader and parent together.

Parents, please sign below after you have read the above discipline procedures and discussed them with your child. Your signature means you have read and agree to our policies.



## APPENDIX I - NOTICE OF INJURY REPORT

Organization	Name: _____ Address: _____
Time and place of Injury	Date of injury: _____ Time: _____ AM/PM (circle one)      Where did the injury occur? _____
Person Injured	Name: _____ Address: _____ Name of parents/guardians (if a minor): _____ Injured's age: _____ Telephone: _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization (circle one):    Member    Visitor    Volunteer Employee    Other If injury occurred on Haven CRC premises, for what purpose was the injured on the premises? _____ If injury occurred elsewhere, what connection did it have with Haven CRC's operations or activities? _____ Who was responsible for supervision at the time of injury? _____ Does the injured have personal medical insurance that could apply?    Yes / no Name of medical insurance company and policy information: _____ _____
Full Description of Incident	_____ _____ _____ _____
Witnesses:	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Report filled out by:

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Printed Name	Signature	Date
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## APPENDIX J - YOUTH LEADER EXPECTATIONS & CONTRACT

Because of who we are in Christ, the ministry that we represent, and the impressionable age of students we work with, each of us must be willing to live lives that are “above reproach”.

The following areas are very important if we are to maintain a good reputation and healthy ministry to students. We ask for the compliance of each youth volunteer in each of these areas.

- Personal Integrity: We want to exemplify what we’re teaching students. We will live our lives in accordance with Biblical principles, seeking to follow closely after Christ.
- Safety of Students and Leaders  
We will honor and abide by Haven CRC’s Safe Church Policy as well as youth ministry expectations.
- Emotional Security
  - We will show students honor and respect by treating each student equally, valuing their comments, and not repeating personal things that may have been shared in a small group (unless it’s a situation that needs to be reported as outlined in the abuse policy).
  - We will also never voice critical opinions about any Christian church, staff, parents, or students in front of students.
  - We will be “above reproach” in the area of guy/girl relationships. Guy leaders will build relationships primarily with boys and women leaders primarily with girls. We will not say or do anything that would give a student wrong impression about the intention of relationship.
  - We will not plan activities with students without parent’s and/or youth director’s approval.
- Time Commitment
  - We will be present for all youth events unless otherwise communicated.
  - We will arrive a ½ hour early for weekly meetings in order to pray for students and receive final instructions and make final preparations.

I have read and understand the above expectations and agree to abide by this contract.

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

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

## APPENDIX K – ONE-ON-ONE MEETING PERMISSION SLIP

As the parent or legal guardian of \_\_\_\_\_, I hereby give permission to  
(child's name)  
\_\_\_\_\_ to have a one-on-one meeting scheduled for \_\_\_\_\_.  
(leader's name) (date)

If this is a recurring event, I give permission for this activity to continue through \_\_\_\_\_.  
(date)

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(signature of parent or legal guardian)

(date)

## APPENDIX L – SEX OFFENDER COVENANT

### Covenant of Conduct between (name of individual) and Haven Christian Reformed Church

The Elders and congregation of Haven Christian Reformed Church desire to make it possible for Haven to be a safe place for \_\_\_\_ to worship and appropriately address the issues in their life that led to his arrest, while also maintaining a safe church for the members and families of the congregation.

As brothers and sisters in Christ, the Elders ask \_\_\_\_, by their signature below, to make the following promises to Haven:

- To consent to disclosure of the offense, conviction, adjudication and guidelines for parole/probation to the Elders.
- To promise not to participate in any children/youth ministry activities apart from worship services, and not to go past the restrooms near the Compass Room or go into any other hallways without supervision
- To promise not to participate in any volunteer activity with children or youth, including supervision or leadership roles, or in any off-site youth program-sponsored activities (i.e., mission trips, community projects involving youth, etc.).
- To consent to personal supervision whenever he/she attends worship or is in the church building, including use of the restrooms. This supervision will be provided by someone other than a blood relative.
- To promise to refrain from talking with children/youth in private conversation in any part of the church other than the sanctuary and narthex (i.e., parking lot, fellowship rooms, classrooms, restrooms, offices, etc.).
- To agree that any restrictions imposed on him/her are for a minimum of three years after the offense occurred and subject to ongoing review. The Elders have and reserve the right to determine what, if any, other activities \_\_\_\_ may or may not participate in (i.e., choir, usher, etc.).
- To accept the church's legal obligation to cooperate with any court order, probation order, restraining order, or treatment regimen that may be imposed on him by the appropriate authorities and to understand that the church is obligated to report any suspected violations to civil authorities immediately via the Abuse Response Team.
- To understand that any violation of this covenant of conduct may result in the Elders' imposing appropriate steps of discipline.

Specifically, the Elders, by their representative signature below, make the following promises to \_\_\_\_, and ask the congregation to support these promises:

- In keeping with biblical teaching about forgiveness, reconciliation, and restoration of fallen sinners in the fellowship of the church, to do whatever possible to promote and maintain an atmosphere of forgiveness and encouragement so that \_\_\_\_ can worship as part of a community of grace.
- To provide careful and consistent oversight over \_\_\_\_, providing spiritual support to him/her and their family.
- To prepare and maintain a schedule of same gendered members of the congregation who are willing, in rotation, to meet \_\_\_\_ and be with him whenever he comes for worship, thereby providing him with an on-site accountability partner while he is on the church property.
- To continue to pray for \_\_\_\_ and encourage the members of the congregation to pray for him/her as well.
- To support and encourage \_\_\_\_ as he/she re-enters society and continues the process of healing and recovery.
- As \_\_\_\_ progresses and moves beyond the time of his probation, to help him/her find appropriate ways to be useful in ministry.

## APPENDIX M - CONCEALED WEAPONS AGREEMENT

I, \_\_\_\_\_, would like permission from the Administrative Council and Safe Church Team of Haven CRC to carry a concealed weapon on church premises. I have included a copy of my Concealed Weapons Permit and I understand that it may be verified by the local police department. I agree that this weapon will remain put away unless a situation arises that is a threat to the safety of myself or another congregant. I agree to provide my utmost care with the carrying of this weapon and will never intentionally harm another member. I understand that I need to be approved by *both* the Administrative Council *and* Safe Church Team to be approved, and I understand either team carries the right to deny this approval without reason. Below are reasons of why carrying a weapon would be beneficial to Haven:

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Circle one:    Permission Granted (sign below)                      Permission Denied (do not sign)

Administrative President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Safe Church Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_