

**CHRIST GOSPEL  
CHURCHES  
INTERNATIONAL, INC.,**



**CHILDREN'S/YOUTH  
MINISTRIES POLICIES  
& PROCEDURES  
MANUAL  
JEFFERSONVILLE LOCATION**

Dear children's/youth ministry volunteer worker/parent/guardian,

At Christ Gospel Churches International, Inc., we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which each child can grow in a personal relationship with Jesus Christ.

The pages of this manual provide important information for parents/guardians and for workers providing services to children/youth at CGCII. Our policies and procedures are intended to create a safe environment for our young people and to protect them, you, and the mission of CGCII as we seek to pray, preach, preserve, and protect our Eternal Treasures of Truth.

Please carefully read these policies and procedures. If you have questions, please contact a ministry leader.

Thank you for loving and helping to protect our precious young people.

Sincerely,

Rev. Allen Conway  
Pastor and President

**CHRIST GOSPEL CHURCHES INTERNATIONAL, INC.  
CHILDREN’S/YOUTH MINISTRIES POLICIES & PROCEDURES**

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# **OVERVIEW OF CGCII'S APPLICATION FOR CHURCH MINISTRY (AFCM) PROCESS**

Christ Gospel Churches International, Inc. (CGCII) seeks to provide a safe and secure environment for all children/youth who participate in our programs and activities, including Bible Quiz, Junior Church, Junior Temple Choir, Nursery, Royal Regiments, Skate Night, Sunday School, Trailblazers, Youth Camp, Youth Convention, and Youth Church. We are blessed with a dedicated staff of employees and volunteer workers who work very hard to keep our children/youth safe and to teach by word and by example how to follow Jesus.

By following the practices outlined below, we seek to protect our young people and keep them safe from any harmful conduct or inappropriate behavior. We also seek to protect our staff and volunteer workers from false accusations.

These procedures were developed in conformity with our insurance company's recommended safety guidelines and our church policy.

## **DEFINITIONS**

For purposes of this policy manual, the terms "child" or "children" include all persons under the age of 18 years. "Younger child(ren)" refers to children below 3<sup>rd</sup> grade.

Though the term "youth" may generally refer to anyone ages 12 through 25 and single, for purposes of this policy manual, "youth" refers to minors ages 12 through 18 years.

The term "worker" includes both paid and unpaid persons who work with children at church in youth activities, counseling of children, and one-on-one mentoring of children.

For check-in/check-out procedures, an "authorized person" refers to a parent, guardian, or other person age 18 or above whose credentials have been verified by the appropriate ministry/department head.

## **SELECTION/TRAINING OF WORKERS**

All persons who desire to work with the children participating in our programs and activities are carefully screened. This screening includes the following:

a) **Nurseries**

In addition to the screening procedures described below, it is our policy that only females may work in our church nurseries.

b) **Six Month Rule**

No person is considered for any position involving contact with children until she/he has been involved with CGCII for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation of the suitability of the applicant for working with children.

c) **Written Application**

All adult employees and volunteers seeking to work with children must complete and sign a written *Application for Church Ministry* form. The application requires personal information about the applicant including previous experience with children, previous CGCII affiliation, personal references, and disclosure of any previous criminal convictions. The application form is maintained in confidence at the President's Office.

d) **Personal Interview**

Upon completion of the application, a face-to-face interview is held with the applicant when deemed necessary in order to discuss his/her suitability for the position.

e) **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicant's references are contacted and further background checks are conducted if needed. Input is further obtained from applicants' associate pastors, the requisite ministry leader, and selected head office personnel. Documentation of all reference checks and background checks are maintained in confidence at the President's Office.

f) **Criminal Background Check**

A national criminal background check is done for all adult workers who deal with children. Prospective workers are asked to sign an authorization to allow CGCII to conduct background checks. If an applicant declines to sign the authorization, he/she is automatically disqualified from working with our children. The authorization form and the results of all background checks are kept in confidence at the President's Office.

g) **MinistrySafe Training**

All child-serving workers should have a basic understanding of the characteristics of sexual abusers and their behaviors in "grooming" a child for sexual abuse. To equip workers with information necessary to recognize abuser characteristics and grooming behaviors, CGCII requires all approved child-serving workers to successfully complete MinistrySafe's *Sexual Abuse Awareness Training*. This training will be renewed every three years.

Each application and the requisite information about the applicant are carefully reviewed by the President's Office and the Executive Spiritual Guidance Committee. Every possible disqualifying fact that may keep an individual from working with children is evaluated on a case-by-case basis. Generally, convictions of an offense involving children or offenses involving violence, dishonesty, illegal substances, indecency of any kind, and any conduct contrary to our church mission and values will preclude the applicant from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

## **MINOR VOLUNTEER WORKERS**

We recognize that at times it may be necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18, to assist with the care of children during programs or activities. The following guidelines apply to workers who are below age 18:

- Must be at least age 11
- Must be screened with input from two references and associate pastors
- Must work under the supervision of an adult and may never be left alone with children

# CHILD PROTECTION POLICY

## ABUSE TOLERANCE

CGCII supports and maintains a **zero-tolerance** policy concerning child abuse and neglect. It is a violation of Indiana law for any worker to physically, sexually, or emotionally abuse or neglect any child participating in CGCII programs

## ENFORCEMENT OF POLICIES & PROCEDURES

CGCII Children's Ministries maintain the highest standards in order to protect both the workers and children in our ministries. Anyone working with children at CGCII is subject to the supervision and evaluation of the ministry leadership and must follow these guidelines.

CGCII reserves the right to dismiss workers who fail to follow the policies and procedures.

## CONSEQUENCES OF VIOLATION

Any person accused of committing any act considered by the church to be harmful to a child will be immediately suspended from participation in ministry to youth. This suspension will continue during any investigation by law enforcement, the Indiana Department of Child Services, or CGCII.

Any person found to have violated this policy may be prohibited from *future* participation in all activities and programming involving children.

Workers who fail to report a policy violation may be restricted from participation in any future activities involving children at CGCII.

Workers should report immediately to ministry leadership any inappropriate action or breaking of this policy.

## TRAINING

CGCII will provide training about this child protection policy to all workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are required to attend these training events.

## **RESPONDING TO ALLEGATIONS/SUSPICIONS OF CHILD ABUSE**

“Child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological, or emotional health and development. Child abuse occurs in different ways and may include the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burning, and biting
- **Emotional abuse** – emotional injury caused by a failure to nurture the child or provide him/her with a minimum of love and security, such as an environment of persistent and unreasonably severe criticism, belittling, teasing, or neglect
- **Sexual abuse** – any sexual activity, or activity with a sexual motive, between a child and an adult or between a child and another child, including activities such as inappropriate touching or fondling, suggestive exhibitionism, intercourse, incest, and exposure to pornography
- **Neglect** – unreasonably depriving a child of his or her essential needs such as adequate food, water, shelter, and medical care

When any worker becomes aware of suspected abuse or neglect of a child, it must immediately be reported. **In Indiana, anyone who has reason to believe a child under 18 is a victim of abuse or neglect must report it immediately to local law enforcement, the Indiana Child Abuse Hotline at 1-800-800-5556, or the local Department of Child Services (DCS) or call 911 if the child is in immediate danger.** Failure to report can be a Class B misdemeanor, punishable by fines and jail time. Mandatory reporters have immunity from liability if they report in good faith.

No permission is needed from CGCII before reporting to law enforcement personnel or the Child Abuse Hotline, but suspected child abuse or neglect should also be reported to ministry leadership and to the President’s Office for further action in accordance with CGCII policy.

Because sexual abusers ‘groom’ children for abuse, it is possible that a worker may witness behavior intended to groom a child for sexual abuse. Please report ‘grooming’ behavior, policy violations, or any suspicious behaviors to ministry leadership, such that CGCII may take appropriate action to safeguard children in our ministries.

# CHILDREN'S MINISTRIES MONITORING PLAN

## GLOBAL RELEASE

Each child regularly participating in a CGCII children's ministry program should have a Global Release, Medical Authorization, and Indemnity Agreement signed by a parent/guardian. These forms are kept on file and contain emergency contact information, medical insurance, list of allergies, etc.

## BUILDING SAFETY

Apart from fire exits, only one main entrance is to be used for each children's ministry program. All other entrances are to remain locked for security. Main entrances may also be locked and monitored at the start of the program.

Closed circuit television cameras record all activities in the baby nurseries, hallways of the sanctuary building, and parts of the Fellowship Hall and surrounding areas.

## EMERGENCY PROCEDURES

CGCII provides annual emergency response training to leaders/workers to be prepared for emergency situations. Procedures are in place to help ensure the safety of all participants.

## SUPERVISION

Every worker is responsible for ensuring that the ministry program area is monitored during children's programming. No child will ever be left unattended in a ministry area during regular programs, classes, or activities. All children should be easily observable during regular programs, classes, or activities.

Only screened ministry workers and children are allowed in areas where ministry to children is occurring. All other adults should be immediately escorted out of the area. If questions or concerns arise related to any person in the area, ministry leadership or security should be notified immediately.

## WORKER-TO-CHILD RATIOS

CGCII is committed to providing appropriate supervision in all children's ministry programs. Ideally and as far as is practically possible given varying circumstances, children's ministries programs will strive to observe the following worker-to-child minimum ratios:

### CLASSROOM RATIOS

Age Group/Grade Level	Minimum Adult/Child Ratio
ages 1–2 years	1 adult worker for every 6 children
ages 3+ years	1 adult worker for every 8 children

### GYMNASIUM RATIOS

Age Group/Grade Level	Minimum Adult/Child Ratio
K–3 <sup>rd</sup> grades	1 adult worker for every 5 children
4 <sup>th</sup> –12 <sup>th</sup> grades	1 adult worker for every 8 children

### FIELD TRIP RATIOS

Age Group/Grade Level	Minimum Adult/Child Ratio
ages 5–9 years/K–3 <sup>rd</sup> grades	1 adult chaperone for every 5 children
ages 10–18 years/4 <sup>th</sup> –12 <sup>th</sup> grades	1 adult chaperone for every 8 children

### FIELD TRIP RATIOS FOR CHALLENGING ACTIVITIES

(Canoeing, \* Snow Skiing, Rock Climbing)

Age Group/Grade Level	Minimum Adult/Child Ratio
6 <sup>th</sup> –12 <sup>th</sup> grades	1 adult chaperone for every 5 children

*\*Canoeing is approved for ponds only, and life jackets must be worn while in the canoe.*

An adult worker is defined as one who is at least 18 years of age. Anyone under 18 shall not be included in determining the number of staff required for supervision of children. (Minor workers may be used to assist with Nursery but do not count as adult supervisors.)

Where there is a combination of ages within a class or group, the number of required staff should be determined based on the age of the youngest child.

For special joint activities or programs of limited duration (including field trips), there may be a combination of age groups provided the child staff ratio is determined based on the age of the youngest child in the group.

When switching from one caretaker to another, arrangements shall be made for another caretaker to be summoned without leaving the children unattended.

### TWO ADULTS RULE

It is our intent that a minimum of two adult workers be in attendance at all times when children are being supervised at our programs and activities. Some children's programs may have only one adult teacher in attendance during the classroom session; in these limited instances, doors to the classroom must be kept open and there may be no fewer than three children with the adult teacher. Children are not allowed to be alone with one adult on our premises or in any sponsored activity. Counseling with a child may only occur when two adults are present.

### OPEN DOOR POLICY

Subject to the Two Adults Rule above, classroom doors must remain open unless there is a window in the door or a side window beside it. Doors may not be locked while persons are inside the room.

## **RESTROOM GUIDELINES**

When a child wears a diaper, the parent, guardian, or other authorized person will be called to change it if needed. Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers must escort a group of children to a hallway bathroom. They must always go as a group, and a worker may never take a child to the bathroom alone. Workers must check the bathroom first to make sure that it is empty and then allow the children inside. The workers must then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than what seems necessary, the worker will open the bathroom door and call the child's name. If a child requires assistance, the workers will prop open the bathroom door and leave the stall door open when assisting the child.

For older children up to 5<sup>th</sup> grade, at least one adult male will take boys to the restroom and at least one adult female will take girls. The worker will check the bathroom first to make sure that the bathroom is empty and then allow the children inside. The worker will then remain outside the bathroom door and escort the children back to the classroom. For the protection of all, a worker may *never* be alone with a child in a bathroom with the door closed and may never be alone in a bathroom stall with a child above age five except in the case of an emergency. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

# DELIVERING AND COLLECTING CHILDREN

## CHILDREN'S/YOUTH MINISTRIES SCHEDULE

Ministry Program	Eligibility	Age/Grade	Schedule	Location
Bible Quiz	members only	age 12 & 7 <sup>th</sup> grade–12 <sup>th</sup> grade (age 11 for Jr. Quizzers)	Sun/Wed/Fri PM practices; Sat competitions (Mar–July)	Fellowship Hall
Jr. Church	members only	ages 8-12	Sun AM	Chapel
Jr. Temple Choir	members only	age 6–6 <sup>th</sup> grade	Sun PM	Chapel
Nursery	members & visitors	ages 1–7 (Sun AM) ages 1–5 (Sun PM, Fri PM)	Sun AM, Sun PM, Fri PM	Main Sanctuary
Royal Regiments	members & visitors (visitors must enroll after 3 <sup>rd</sup> visit)	age 5 & entering kindergarten–12 <sup>th</sup> grade	Fri PM (Sept–May)	Gymnasium
Skate Night	members & visitors	all ages	Fri PM (Oct-May)	Gymnasium
Sunday School	members & visitors	age 2 years–12 <sup>th</sup> grade	Sun AM	Fellowship Hall
Youth Church	members only (with specially scheduled visitor services)	age 12 & entering 7 <sup>th</sup> grade–age 25 & single	Sun PM	Fellowship Hall

### CHECK-IN/CHECK-OUT PROCEDURES FOR CHILDREN'S MINISTRIES

For check-in/check-out procedures, an “authorized person” refers to a parent, guardian, or other person age 18 or above whose credentials have been verified by the appropriate ministry/department head.

### BIBLE QUIZ PRACTICES

- **CHECK-IN**

- Quizzers check in with a worker as they enter the Fellowship Hall.
  - Workers use a spreadsheet containing the names of all quizzers to note attendance and ensure no quizzers are missed/fails to check in.

- **CHECK-OUT**

- Workers ensure that each quizzers is checked out on the spreadsheet.
- Workers escort quizzers from the Fellowship Hall to the main church foyer outside the deacons' office. Quizzers return to their authorized persons from there without further worker supervision.

## **JUNIOR CHURCH**

- **CHECK-IN**

- 2<sup>nd</sup>–6<sup>th</sup> grades: Children meet in the glass area in the west foyer and authorized persons sign-in children at that location. Jr. Church workers meet children there to walk safely over to the Chapel.

- **CHECK-OUT**

- 2<sup>nd</sup>–6<sup>th</sup> grades: Jr. Church workers walk the children to the Sanctuary. At dismissal prayer from the main service, children are walked in to meet their authorized persons in the Sanctuary.

## **JUNIOR TEMPLE CHOIR**

- **CHECK-IN**

- Age 6–2<sup>nd</sup> grade: Authorized persons check their children in in the Chapel foyer to allow workers to monitor authorized individuals dropping off the children.
- 3<sup>rd</sup>–6<sup>th</sup> grades: Children may come to the Chapel without adult supervision. Jr. Temple Choir workers check the children in in the Chapel foyer.

- **CHECK-OUT**

- Some children are picked up directly from the chapel by their authorized persons immediately following practice. These children are dismissed first to ensure a smooth and orderly transition.
- For children whose authorized persons are leaders in Youth Church, Jr. Temple Choir workers escort the children directly to the Fellowship Hall.
- Remaining age 6–2<sup>nd</sup> grade: Jr. Temple Choir workers walk the children to their authorized persons in the Sanctuary.
- Remaining 3<sup>rd</sup>–6<sup>th</sup> grades: Jr. Temple Choir workers walk the children to the Sanctuary, and children return to their authorized persons from there without further worker supervision.

## **NURSERY**

- **CHECK-IN**

- In nurseries, each child must be signed in by an authorized person.

- **CHECK-OUT**

- At the completion of the service, an authorized person must pick up the child from nursery.
  - Persons who are authorized for each child's pick-up are listed on the back of the child's name tag.
  - In the event that an unauthorized person comes to pick up a child, the appropriate department head will be contacted, who will be responsible for releasing the child into the care of an authorized person after discussing the circumstances with the authorized person.

## **ROYAL REGIMENTS**

### **• CHECK-IN**

- All children check in inside the gymnasium.
  - From 7:00-8:00pm, there are two check-in lines, one for K–5<sup>th</sup> grades and one for 6<sup>th</sup>–12<sup>th</sup> grades.
- K–5<sup>th</sup> grades:
  - Authorized persons are required to bring their child to the gymnasium and wait with the child until he/she is successfully checked in.
  - Upon successful check-in:
    - Children are given a sticker with their name and a number.
    - Authorized persons are given a corresponding ticket that must be shown at pick-up to ensure the safety of the child.
  - After receipt of their sticker, children follow these procedures:
    - 7:00-7:15pm: Children walk to the assigned portion of the bleachers on the east side of the gymnasium and sit with their class until time to line up to go to the Upper Room.
    - After 7:15pm: Children are escorted to their class.
- 6<sup>th</sup>–12<sup>th</sup> grades:
  - 7:00-7:20pm: Youth check-in and walk to the bleachers on the west side of the gymnasium to sit until K–5<sup>th</sup> are released to the Upper Room.
  - 7:20-8:00pm: Youth check-in and are released to participate in general gym activities.

### **• CHECK-OUT**

- At 9:30pm, all classes enter the main church via the sidewalk between the Fellowship Hall and the sanctuary.
- K–5<sup>th</sup>:
  - Workers escort the children through the High-Steppers Nursery Room to the Lamplighters Nursery Room.
  - Children are required to be seated to wait for their authorized persons to pick them up.
  - All authorized persons must present the ticket they received at check-in in order to pick up their child.
- 6<sup>th</sup>–12<sup>th</sup>:
  - Workers escort the youth to the east sanctuary foyer. After the service ends, the youth are released into the sanctuary to find their authorized persons.

## **SKATE NIGHT**

- **CHECK-IN**

- Children ages 15 and under must be accompanied by an authorized person who checks the child in. The authorized person must always remain with their child inside the gymnasium.
- Ages 16+ check themselves in upon arrival.

- **CHECK-OUT**

- Age 15 and under must be accompanied by an authorized person who checks the child out.
- Ages 16+ check themselves out upon departure.

## **SUNDAY SCHOOL**

- **CHECK-IN**

- 2 years–5<sup>th</sup> grade:
  - Authorized persons check in 2-years-old–5<sup>th</sup> grade in the Fellowship Hall foyer. Children then walk to the staging area in the Fellowship Hall in front of their classroom signage and follow the teacher/worker to the classroom.
    - 2–3-years-old: Authorized persons sometimes accompany their children to the classrooms and drop them off there.
    - If a child arrives after the start of Sunday School, their authorized person or a Sunday School worker accompanies the child to the classroom.
- 6<sup>th</sup>–12<sup>th</sup> grades:
  - Grades 6<sup>th</sup>–12<sup>th</sup> check themselves in in the Fellowship Hall foyer and walk themselves to their classroom.

- **CHECK-OUT**

- 2 years–5<sup>th</sup> grade:
  - Teachers/workers bring classes down to the hallway behind the Fellowship Hall platform on the east side. Children are released one family at a time.
  - Children are checked out of the system as their authorized persons pick them up.
- 6<sup>th</sup>–12<sup>th</sup> grades:
  - Grades 6<sup>th</sup>–12<sup>th</sup> walk themselves to the main sanctuary without further supervision.

## **YOUTH CHURCH**

### **• CHECK-IN**

- Youth must be checked in with a Foyer Manager/worker in the Fellowship Hall foyer before entering the Fellowship Hall.
  - Youth ages 15 and under must be checked in by an authorized person.
  - Ages 16+ who drive themselves check themselves in upon arrival.

### **• CHECK-OUT**

- Youth must check out with a Foyer Manager/worker in the Fellowship Hall foyer before leaving the Fellowship Hall.
  - Youth ages 15 and under must be checked out by an authorized person.
  - Ages 16+ who drive themselves check themselves out upon departure.
- Security/a Foyer Manager continues to monitor the Fellowship Hall/foyer until all minors have left the area.

Check-in/check-out procedures for CGCII children's/youth events that occur annually but not on an ongoing basis, which includes Trailblazers (July), Youth Camp (May), Youth Convention (July), and Nursery during annual conventions (March and July), can be found in the registration materials for those events.

## **GLOBAL RELEASE BOARD**

A child's individual Global Release Number will be shown on the boards in the church sanctuary to inform parents/guardians if they are needed to attend to their child in a children's/youth ministry program that is occurring during a regular church service. The boards are located on the east and west side walls of the main sanctuary. If their child's number appears on the screen, parents/guardians should quickly and quietly exit the sanctuary and report to the children's/youth ministry location.

## **COMMUNICATING WITH FAMILIES**

### **PARENTAL INVOLVEMENT**

It is MANDATORY for parents/guardians to remain on the church grounds when children are involved in any church function. If it is discovered that the parent is not on the church grounds after a child is dropped off at a function on the church grounds, a verbal warning will be given the first time. If the occurrence happens a second time, the child may not be allowed to attend church functions for a period of time determined by Church Leadership.

### **ADULT VISITOR POLICY**

Parents/legal guardians may request to observe all programs and activities in which their child is involved. A parent/guardian may visit a children's ministry program, but he/she must be accompanied by an approved ministry worker/leader at all times while in the ministry program area. If a parent/guardian desires to regularly participate in or have continuous, ongoing contact with the ministry program, he/she will be required to complete the AFCM process.

### **CHILD VISITOR POLICY**

There may be times when an adult wishes to bring another child (friend, neighbor, visiting relative, etc.) along with his/her own child to a CGCII children's ministry program. In those instances, the adult who brings the child must remain on the church grounds and is accountable as the contact person for the visiting child in the event of an emergency, discipline issue, etc. The adult should share the visiting child's name and age with the ministry leader along with any other known information that is reasonably necessary for the safety and well-being of the child (allergies, serious medical condition, etc.).

### **SICK CHILD POLICY**

It is our goal to provide a healthy and safe environment for all children at CGCII. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care at church. In general, children with the following symptoms should NOT be dropped off:

- fever, diarrhea, or vomiting within the last 48 hours;
- green or yellow mucus from a runny nose;
- eye or skin infections; and/or
- other symptoms of communicable or infectious disease.

A child who is observed to be ill will be separated from the other children and the relevant parent, guardian, or other authorized person will be requested to collect the child for the day.

Minor health conditions such as runny nose, fever, or nausea may be noted in the nurse's Medical Log. For more serious health conditions that occur during a children's ministry program, such as a severe asthma attack, seizure, or loss of consciousness, an Accident,

Illness, & Incident Report (Appendix A) should be completed by someone in a medical or leadership position with first-hand knowledge of the illness and forwarded to the Deacon Coordinator/Safety Office. Those reports should also be shared with the Youth Ministry Administrator for tracking of severe health conditions/illnesses of children/youth involved in multiple ministry programs.

### **MEDICATION POLICY**

It is the policy of CGCII not to administer prescription or non-prescription medication to the children under our care. Medication should be administered by parents at home. Parents are to be reminded of our sick child policy.

### **ACCIDENTAL INJURIES TO CHILDREN**

In the event that a child is injured while under our care, the following steps will be followed:

1. For minor injuries, scrapes, and bruises, workers will provide simple First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian or other authorized person of the injury when the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent or guardian or other authorized person will immediately be summoned, as well as the supervisor of the worker under whose care the child was injured. If warranted, an ambulance will be called.
3. Once the child has received appropriate medical attention, an Accident, Illness, & Incident Report (Appendix A) will be completed for those injuries requiring treatment beyond simple First Aid. Those reports should be completed by someone in a medical or leadership position with first-hand knowledge of the accident and forwarded to the Deacon Coordinator/Safety Office.

# **CHILDREN'S/YOUTH PROGRAM AND EVENT RULES**

## **WHILE ON CHURCH GROUNDS**

Children are the responsibility of CGCII while on church property and their safety is our number one priority. Our workers remain vigilant to watch and protect the children during our programs, but it is very important that the children help make their stay at CGCII safe by listening and obeying the rules that are in place.

Below is a list of expectations for each child/youth while on the church property.

1. Children/youth must stay in the designated area for the program in which they are participating.
2. Children must not go where an adult is not.
3. Under no circumstances are children to leave the church property unless with a parent or with authorized staff on parent-approved road trips by church van/bus.
4. Children/youth are to be respectful of authority by obeying instructions from adults, including when to transition to the next class/activity.
5. Children/youth are to treat the church property and equipment with respect and refrain from intentionally damaging property.
6. There is to be no cursing, bullying, or fighting.

## **PERSONAL RECORDINGS**

Photography and video recording are generally prohibited during children's/youth ministry programs, particularly during worship times. Anyone caught taking unauthorized photo or video recordings will be asked to erase the recordings. Refusal may result in being removed or barred from the program/property.

## **DRESS CODE**

As Christians, the Bible clearly describes how we are to present ourselves. We want to encourage the children/youth to walk after Christ in the manner of modesty and respect. Casual and comfortable dress is encouraged for most children's/youth events, and children/youth should bring a pair of gym shoes for gym activities.

Below is a list of the expectations for dress for the children/youth participating in ministry programs.

## **BOYS/YOUNG MEN**

- Wear modest, loose-fitting apparel, including tops with sleeves that come halfway between the shoulders and elbows.
- All tops must cover the underarms and midriff when arms are raised.
- Avoid wearing clothing with animated pictures, offensive language, or emblems that promote racism, gangs, or drugs.
- No shorts.
- No sagging pants or pants with holes above the knees.
- No jewelry except for a watch and/or school ring.

## **GIRLS/YOUNG WOMEN**

- Wear modest, loose-fitting apparel, including skirts/dresses with hemlines below the knee and no slits above the knee.
- All tops must cover the underarms and midriff when arms are raised. No low-cut shirts.
- Avoid wearing clothing with animated pictures, offensive language, or emblems that promote racism, gangs, or drugs.
- No pants or shorts. (Athletic skirts with hemlines below the knee and with modest shorts or leggings underneath or culottes are appropriate for some gymnasium/sports activities.)
- No jewelry except for a watch and/or school ring.
- No makeup or colored finger/toe polish.

## **CLASS TIME**

Class time is a time set aside to learn Spiritual Principles from the Word of God. Lessons are designed to be fun and interesting so that the children/youth will enjoy learning, but the Bible, teachers, and workers are always to be respected.

Below is a list of expectations for each child/youth during class time.

1. Bring your Bible.
2. Transition to class time quietly and orderly. Other services are often going on at the same time.
3. Obey authority by respecting and listening to the teacher and other adult workers.
4. Do not talk while the teacher is talking.
5. No yelling or other disruptive behavior.
6. Do not use phones while in class.

## **MEALS/SNACKS**

CGCII provides the opportunity for children/youth to enjoy snacks and/or meals during some of our programs. It is important to respect that opportunity and be thankful.

Below is a list of expectations for each child/youth when eating snacks/meals at church.

1. Be courteous to the workers and other people eating with them.
2. No running or horseplaying in designated meal areas.
3. Be neat while eating. Do not leave food on tables or floors.
4. When finished, throw away plates, cups, and all trash.
5. Remain in the designated eating areas until dismissed.

## **RIDING THE BUS OR VAN**

CGCII sometimes takes children/youth on outings/trips. While riding the van/bus can be fun, it can also be dangerous. It is important that children/youth obey the rules so that everyone can have a safe and enjoyable trip.

Below is the list of expectations for each child/youth when riding in a church-owned or rented van/bus.

1. Each child/youth must have a Global Release form on file completed by the parent(s)/guardian(s) in order to ride the bus/van.
2. Children under the age of five must be accompanied by a parent/guardian.
3. Children/youth must remain seated facing the front of the vehicle with seat belts fastened at all times.
4. Keep heads and hands inside at all times.
5. Be respectful of and obey the driver and the van/bus captain.
6. No loud speaking/yelling, horseplay, or other disruptive behavior.
7. Do not exit the van/bus until given permission to do so.

## **DICIPLINARY PROCEDURES**

It is the policy of CGCII not to administer corporal punishment, even if parents have suggested or given permission for it. There will be no spanking, grabbing, hitting, or other physical discipline of children/youth. There is also to be no use of accusation, criticism, blame, shame, sarcasm, or other negative/derogatory comments used as discipline. Workers should consult with the appropriate department head if assistance is needed with disciplinary issues. Physical restraint may only be used in a situation where it is reasonably necessary to prevent an individual from harming himself/herself or others.

### **DISCIPLINE FOR BREAKING RULES**

Conduct that violates the established rules may result in suspension from activities, programs, events, vans/busses, and/or church.

- 1<sup>st</sup> Offense – A verbal warning will be given and the child/youth informed of what was done wrong and what is expected of him/her.
- 2<sup>nd</sup> Offense – A second verbal warning will be given and the parent/guardian will be contacted immediately (or, for camps/field trips, an attempt made and documented) or after dismissal of the activity/event to make sure he/she knows the child/youth is being disruptive.
- 3<sup>rd</sup> Offense – The child/youth will be removed or not be allowed to come into the group gathering. He/she will be required to sit with his/her parent/legal guardian if available or with an event worker or leader until dismissal of the activity/event. The worker or leader will talk with the parent/legal guardian (or make and document a second attempt at contact) to gain insight as to why the child/youth might be continuously acting out.

Based upon the severity of the offense, the child/youth may be removed from the activity/event without two verbal warnings and prior to the parent/legal guardian being contacted.

- 4<sup>th</sup> Offense – The child/youth will be suspended for up to one month. He/she will not be allowed to participate in anything with the children's/youth ministry program except Sunday School for the duration of the suspension. Upon arrival back to the children's/youth ministry program, he/she may be asked to apologize to the class for his/her disruptive behavior.

For camps/field trips, the parent/legal guardian (or other authorized person age 18 or above whose credentials have been verified by the Youth Ministry Administrator or appropriate leadership) of the child/youth will be contacted and asked to pick up their child from the event. The child will not be allowed to participate in any further activities while he/she is waiting to be picked up.

- 5<sup>th</sup> Offense – After the 4<sup>th</sup> offense, disciplinary action will be taken on a case-by-case basis. The action taken may include a suspension from the remainder of the event, a six-month suspension from the children's/youth ministry program, or an indefinite suspension from the children's/youth ministry program or from future children's/youth events.

All bullying and incidents such as verbal threats, vandalism, theft, lewd or lascivious behavior, physical violence/assault, or deliberate disobedience of rules should be noted on an Accident, Illness, & Incident Report (Appendix A). Those reports should be completed by someone in a leadership position with first-hand knowledge of the incident and forwarded to the Deacon Coordinator/Safety Office. Those reports should also be shared with the Youth Ministry Administrator for tracking of incidents/patterns of behavior involving specific children/youth involved in multiple ministry programs.

It is the desire of CGCII that all who are willing are able to come to the services provided and find love, care, and a relationship with Jesus Christ. If a suspension should occur, it will be the result of the child/youth choosing bad behavior over their desire to participate.

It is the desire of CGCII that in the cases of such disciplinary action, reconciliation happens. If the church, parents/guardians, and the child/youth can reach an understanding of what is expected of the child/youth when he/she is on church property, the child/youth could be allowed to return to full participation in the services provided.

It is important to note that none of these rules or disciplinary actions are intended to create a "cookie cutter" child/youth. We believe that each person is created uniquely by God. Each child/youth has different qualities and struggles. God wants to take every child/youth and mold them into His image, not something we create. These rules are strictly for the safety of the child/youth and to create an atmosphere conducive to learning about Jesus Christ and how He can transform a life.

CGCII leadership is thankful for your understanding and participation in this area.

## **WORKER APPEARANCE AND CONDUCT**

CGCII promotes behavior consistent with the Holy Scriptures, and as representatives of Jesus Christ, it is imperative that our actions are above reproach in all things. Consequently, children's/youth ministry workers freely and willingly agree to the standards of behavior outlined in this policy manual. The standards included here are not exhaustive; rather, they provide a guideline of conduct that is in accordance with Biblical standards and aids our workers in abstaining from all appearance of evil (I Thessalonians 5:22) in their interactions with children/youth.

### **PHYSICAL APPEARANCE**

Workers are to dress in modest, comfortable attire that conforms to Christ Gospel Churches International, Inc's (CGCII) dress code. First impressions are important; please take this into consideration when you are serving.

#### **MEN**

- Wear modest, loose-fitting apparel, including tops with sleeves that come halfway between the shoulders and elbows.
- All tops must cover the underarms and midriff when arms are raised.
- Avoid wearing clothing with animated pictures, offensive language, or emblems that promote racism, gangs, or drugs.
- No shorts.
- No sagging pants or pants with holes above the knees.
- No jewelry except for a watch, school ring, and/or wedding band.
- No visible tattoos.

#### **WOMEN**

- Wear modest, loose-fitting apparel, including skirts/dresses with hemlines below the knee and no slits above the knee.
- All tops must cover the underarms and midriff when arms are raised. No low-cut shirts.
- Avoid wearing clothing with animated pictures, offensive language, or emblems that promote racism, gangs, or drugs.
- No pants, shorts or culottes.
- No jewelry except for a watch, school ring, and/or wedding band.
- No makeup or colored finger/toe polish.
- No visible tattoos.

### **VERBAL INTERACTIONS WITH CHILDREN/YOUTH**

CGCII workers are encouraged to verbally interact with the children/youth in their ministry programs, including visitors. Verbal interactions between workers and children/youth should be positive and uplifting. Workers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children/youth.

To this end, volunteers should not talk to children/youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. There is to be no use of accusation, criticism, blame, shame, sarcasm, or other negative/derogatory comments used toward children/youth. In addition, volunteers are expected to refrain from swearing in the presence of children/youth.

### **ONE-TO-ONE INTERACTIONS WITH CHILDREN/YOUTH**

Workers should never conduct one-to-one, unobserved meetings or interaction with children/youth while participating in CGCII children's/youth ministries. Another child/youth or another adult who has completed the CGCII AFCM process should always be present.

### **ELECTRONIC COMMUNICATION**

CGCII has strict rules about communications between adults and children/youth. Those rules also apply to online, email, texting, and phone communications between adult workers and children/youth.

Therefore, if workers are communicating with children/youth through any digital media, phone, or social media, they should act as they would if communicating in person. Specifically, workers should communicate with minors using transparency and in a group, or do not communicate at all. If it is necessary to send an individual message outside of a public area to a child/youth, workers should copy another adult or, ideally, a parent or guardian, or post it in a public venue (i.e., a Facebook wall as opposed to a private message). This will allow workers to maintain the "Two Adults Rule" when using social media.

No adult worker may initiate a one-on-one relationship (such as friending from a personal social media profile) with a child. If a worker receives a "friend request" from a child, the worker should discuss it with the adult in charge of the ministry area and in consultation with an Associate Pastor. Regardless of the decision that is reached, this practice should be uniformly practiced by all adult workers. Any conversations with children or youth/vulnerable adults shall occur in open channels.

### **PHYSICAL CONTACT**

CGCII is committed to protecting children in its care. To this end, CGCII has implemented a physical contact policy which promotes a positive, nurturing environment for our children's ministries while protecting children.

The following guidelines are to be carefully followed by anyone working in children's ministries programs:

- Side hugging, pats on the back and other forms of appropriate physical affection between workers and children are important for children's development and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a ministry leader.
- Physical contact should be for the benefit of the child and never be based upon the emotional needs of a worker.
- Physical contact and affection should be given only in observable places or when in the presence of other children or children's ministries workers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of workers in children's ministries must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's ministry workers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a worker must be reported immediately to a ministry leader.

### **INAPPROPRIATE CONDUCT**

At all times, the conduct of church volunteer workers is a reflection upon the integrity of the church and the testimony of Christ. Inappropriate verbal or physical interactions with children/youth are strictly prohibited and will not be tolerated. Workers are prohibited from making verbal epithets, derogatory jokes or comments, bathroom jokes, or off-color innuendos and from engaging in any sexually oriented conversations with children/youth in a ministry program. Workers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child/youth, and workers are prohibited from possessing any sexually oriented materials (magazines, posters, photography, cartoons, drawings, videos, etc.) on church property or in the presence of children/youth.

All workers of CGCII are to refrain from any of the forbidden acts described above during any activity that is affiliated in any way with the church. Whenever CGCII reasonably believes that a worker has been guilty of unlawful sexual harassment or other inappropriate conduct, appropriate action will be taken in accordance with CGCII's *Disciplinary Policy About Unlawful Harassment, Sexual Harassment, and Other Inappropriate Conduct*. That is especially so in the case of acts of serious moral turpitude which could put members or minors at risk, including acts of child abuse or child sexual molestation.

## **TRANSPORTATION**

Workers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- For all children's events utilizing a church-rented or church-owned vehicle, all drivers must be authorized through successful completion of CGCII's Driver Training Program.
- No drivers under age 25 may drive CGCII rented or owned vehicles.
- No cell phones may be utilized by the driver while driving vehicles rented or owned by CGCII unless in an emergency.
- Workers should avoid physical contact with children while in vehicles.
- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- Workers should avoid transportation circumstances that leave only one child in transport.

If a worker is approved to use his/her personal vehicle to transport children for a Church-related activity off-campus, he/she should be aware that in the event of a car accident, his/her personal auto insurance will be the primary coverage with the Church's insurance carrier being the secondary coverage.

## **OVERNIGHT EVENTS**

Some children's ministry activities/events may require overnight sleeping arrangements for children and workers (i.e. camps, long field trips, etc.). In those events, workers may never share a bed, bunk, or sleeping bag with a child. Appropriately modest sleeping attire must be worn.

See the Youth Camp Monitoring Plan (Appendix B) for more information regarding sleeping arrangements and overnight events.

## **CHILDREN'S MINISTRIES SOUND MIND POLICY**

The goal of this policy is to promote the timely identification of children and adolescents (referred to below as "youths") in our care who pose an immediate risk of harm to themselves or to others, and for reasonable steps to be taken to reduce or prevent such harm.

Youths who may pose a potential risk of harm to themselves or to others, may be identified by their manner of speaking (e.g. making verbal threats), by threatening or abusive behavior, or by reports by others about such behavior.

### **ADULT OR HELPER ON THE SCENE**

If such behavior is observed or reported, the adult or helper on the scene must do the following:

1. Do not panic.
2. Assess how serious and how imminent the threatened risk of harm is.
3. If there is a risk of immediate harm, take reasonable steps to prevent such harm (e.g. removing a dangerous weapon if that can safely be done without increasing the risk of harm, isolating the youth who poses the threat of harm, or isolating the youths whose safety is being threatened).
4. Immediately report the risk of harm to the supervisor or department head over the class or activity. This can be done by instructing another adult or helper to do the reporting, making a telephone call, etc.
5. Under no circumstances may the youths among whom the risk of harm arose be left alone without an adult present to monitor and manage the situation. That includes both the youths at risk and the youth posing the risk.

### **SUPERVISOR OR DEPARTMENT HEAD**

If a report of harmful or threatening behavior is received, the relevant supervisor or department head must do the following:

1. If there is an immediate risk of harm, proceed immediately to the scene of the harm to help manage it.
2. After the immediate risk of harm has been brought under control, assess if any children have been harmed or traumatized and give them appropriate help and comfort.
3. Notify at least one of the parents or responsible adults of the youths who have been harmed or traumatized.
4. Speak patiently and sympathetically with the youth who has posed the harm, in a separate location and in the presence of another adult.
5. Notify at least one of the parents or responsible adults of the youth who was responsible for the incident, and do not leave the youth alone until the parent arrives.

6. Take notes about what took place and report the incident as soon as reasonably possible to your ministry leader and the office of the President for further action in accordance with CGCII policy which may include reporting it to the authorities as mandated by state law.
7. Get help from a mental health professional and call 911 if needed, when:
  - a weapon is involved
  - serious bodily harm, or threats of it, has occurred to anyone
  - there are thoughts of suicide with a plan, or a suicide attempt has occurred
  - If anyone is accused of an illegal act

*A mental health professional is defined as a psychiatrist, psychologist, psychiatric mental health nurse practitioner, or licensed mental health counselor.*

8. Complete a written report of the incident and include in it a description of how this policy was followed. Provide the report by the end of the next business day to the office of the President of CGCII for furthering handling and to be filed in a secure location to ensure privacy of all persons involved in the incident.

#### **PRESIDENT OF CGCII**

A youth who has displayed unsafe behavior as described above will need permission of the President of CGCII before being allowed to return to any youth programs. The President may in his discretion seek the advice of a licensed mental health professional about whether the youth is at risk of harm to self or others.

#### **HELPFUL RESOURCES**

- National Suicide Prevention Lifeline| call 1-800-273-8255
- Suicide & Crisis Lifeline| call or text “988”

**APPENDIX A: CHRIST GOSPEL CHURCHES INT'L, INC.**  
**Accident, Illness & Incident Report**

Date & Time of Incident: \_\_\_\_\_

Place: \_\_\_\_\_

Individuals involved in incident:

Name & Age: \_\_\_\_\_

Name & Age: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Pastor: \_\_\_\_\_

Pastor: \_\_\_\_\_

Describe Incident:

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

Describe any injuries or illness: \_\_\_\_\_

Describe medical treatment / First Aid: \_\_\_\_\_

Who administered treatment? \_\_\_\_\_

Adult(s) supervising activity or other witness(es) of the incident.

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Was Parent / Guardian or other family member contacted: \_\_\_\_\_

Name of person contacted: \_\_\_\_\_ Time: \_\_\_\_\_ How? \_\_\_\_\_

Actions taken and by whom:

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

Signature of Nurse/Physician/Caregiver

Printed Name

Date

Reported By: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Reports should be filled out by someone in a medical or leadership position with first-hand knowledge of the accident/illness/incident (if/when possible).*

***Immediately forward reports to the Deacon Coordinator/Safety Officer who will review the report, check facts, take action as needed, sign the report and forward copies to those listed below.***

Deacon Coordinator/Safety Officer

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

**SEND COPIES TO: President, Human Resources, Youth Ministry Administrator (if youth/children are involved), Other Ministry Leaders as applicable, and Deacon's Room.**

*In especially egregious circumstances (serious injury, physical altercations, etc., police or EMS called) an email or voice report should be conveyed to the President immediately, with a hard copy sent to the current Deacon Coordinator/Safety Officer and the Head of Security (both of whom should also be alerted immediately).*

## **APPENDIX A: Accident, Illness & Incident Report - Instructions for Use On-Grounds & Off-Grounds Activities**

### **ACCIDENTS**

- Accidents on the church grounds, i.e. pedestrian or car accidents resulting in injuries, slip and fall on ice, trip and fall, playground injuries, etc.
- Accidents in the church/sanctuary, i.e., two individuals colliding during a worship service, trip and fall, etc., that result in physical injury.

### **ILLNESSES**

- Minor health conditions such as runny nose, fever, nausea, and vomiting, high or low blood sugar, or feeling faint may be notated in the First Aid Log rather than completing an Illness Report which should be used for more serious health conditions as listed below.
  - Chest pain
  - Severe asthma attack/shortness of air
  - Possible broken bone/severe sprain
  - Head injury
  - Loss of consciousness/fainting
  - Seizures/disorientation
  - Any laceration requiring stitches
  - Second or third-degree burns
  - Severe bleeding from any site
  - Abnormal vital signs (extremely high blood pressure, tachycardia, labored respirations, etc.)
  - Any other condition you feel warrants the patient receiving additional medical attention (going to Immediate Care, ER, or medical doctor)

### **INCIDENTS**

- Bullying
- Youth misbehaving
- Domestic incidents
- Assault or verbal threats
- Trespassing
- Vandalism
- Theft
- Deliberate disobedience of Church rules of behavior in the Sanctuary or on the Church grounds
- Lewd or lascivious behavior
- Incidents resulting in the police or EMS being called



## APPENDIX B:

# CHRIST GOSPEL CHURCHES INTERNATIONAL, INC. YOUTH CAMP MONITORING PLAN

### WORKER-TO-CHILD RATIOS

CGCII is committed to providing appropriate supervision in all Youth Camp activities and programs. Ideally and as far as is practically possible given varying circumstances, workers will strive to observe the following worker-to-child minimum ratios:

### CAMPGROUND RATIOS

Age Group/Grade Level	Minimum Adult/Child Ratio
ages 12–18 years/6 <sup>th</sup> –12 <sup>th</sup> grades	1 adult chaperone for every 8 children

### CAMPGROUND RATIOS FOR CHALLENGING ACTIVITIES

(Canoeing,\* Rock Climbing, etc.)

Age Group/Grade Level	Minimum Adult/Child Ratio
ages 12–18 years/6 <sup>th</sup> –12 <sup>th</sup> grades	1 adult chaperone for every 5 children

\*Canoeing is approved for ponds only, and life jackets must be worn while in the canoe.

### SUPERVISION

Every worker is responsible for ensuring that the activity areas are monitored during activities. In activity areas, workers are to circulate, watching campers during recreational periods, giving particular attention to areas not easily seen from all viewpoints (under equipment, in corners, behind structures, etc.).

No child will ever be left unattended in an activity area, and all campers should be easily observable during activities. Campers should remain in groups of three or more during activities. Any two campers together in an unseen or less easily viewed area should be redirected to another more open area.

### MONITORING HIGH-RISK AREAS

Any area on camp property where campers are not directly supervised is a high-risk area. In these areas, opportunities for bullying and for verbal, physical or sexual abuse increases. Every Youth Camp worker must be aware of the potential for bullying and abuse and monitor camp locations where campers may be alone or less directly supervised.

For activities involving large numbers of campers, workers will be assigned to monitor high-risk areas for the duration of the activity. Monitoring of high-risk areas will be built into the programming and planning for these events.

High-risk areas include:

- All bathrooms on camp property
- Low-light areas/night activities
- Water activities
- Changing areas

### **OFF-LIMIT AREAS**

All Youth Camp workers will be responsible for ensuring that campers are not in areas deemed off-limits.

### **RESPECTING CAMPER PRIVACY**

Make sure campers understand the importance of respecting each other's privacy. A camper's bed is his/her home, and the camper's suitcase is off-limits to anyone but the camper. In addition, shower time is a very private time. During showers, only those who are taking showers should be in the bathroom or shower stall.

### **CAMP CURFEW**

For security and rest purposes, the camp curfew must be strictly adhered to. All workers are expected to cooperate in the security process. At least two workers must remain in each cabin after "lights out" in order to maintain the highest level of security.

### **SLEEPING ARRANGEMENTS**

Workers will strictly observe the following rules:

1. Two workers are required to be in the sleeping area with children at all times. Notwithstanding an appearance that campers are sleeping, the worker will not leave the cabin or sleeping area.
2. Workers will monitor sleeping areas by periodically conducting visual bed checks to ensure campers remain in designated sleeping areas.
3. During bed checks, workers must never touch a camper.
4. Campers may not share a bed, bunk or sleeping bag with another camper or worker. Each worker and camper will use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule will be observed.
5. Appropriately modest sleeping attire must be worn to bed.

### **VISITORS DURING YOUTH CAMP**

While friends and family can be a great source of encouragement, it is difficult for workers to interact with guests while maintaining responsibilities as a staff member or volunteer. Therefore, visiting friends and family are not permitted at Youth Camp without special prior authorization.