

Safe Child Policy Acknowledgment Form for VBS Volunteers

By your signature and initials below, you are acknowledging and representing that you have received a copy of Haven Community Church's Safe Sanctuary Policy and that you have read and understand the Policy. For purposes of this form the term "children" shall include all individuals under the age of eighteen (18).

Open Door Policy

Initial _____

Parent of children being served, ministers and administration/professional staff of the Church have the right to observe any activity or programs of VBS at any time. At no time will anyone working with children have a one-to-one meeting behind closed doors.

Registration

Initial _____

All children must be registered to attend VBS.

Identification

Initial _____

All staff and volunteers working with children during VBS must wear a nametag. All infants and children through Kindergarten must wear a nametag. The class, program, or activity leader will keep attendance.

Adult/Child Ratios

Initial _____

At least two unrelated volunteers shall work together with children at all times. At no time shall less than two unrelated volunteers be alone with an unrelated child.

Preschool Restroom Procedure

Initial _____

When a preschool child needs assistance using the bathroom, an adult may assist and must follow these guidelines: no person under thirteen should help children unless accompanied by an adult; the bathroom door must be left open while the adult/assistant is present.

Elementary Restroom Procedure

Initial _____

An adult should escort a group of elementary school-aged children to the restroom. Except in cases of emergency, volunteers should avoid taking a child to the restroom alone. If it is necessary to take a child to the restroom alone, the volunteer shall observe the open door policy. If a child must be sent to the restroom alone, without an adult, the volunteer who sends the child to the restroom shall establish a short timeframe for the child's return.

Proper Display of Affection

Initial _____

Physical contact with children should be appropriate to their ages and development. Adults shall avoid initiating full contact, body-to-body hugs/kisses. Children five years or younger may sit on an adult's lap. Lap sitting should be discouraged with school age children while youth (6th grade and older) shall not be permitted to sit on an adult's lap. Gentle contact during activities may occur in the forms of pats on children's backs, shoulders, arms or hands.

Safe Child Policy Acknowledgment Form for VBS Volunteers (Con't)

Discipline

Initial _____

Discipline will be carried out through instruction, training, correction and positive reinforcement. PHYSICAL PUNISHMENT AND HUMILIATION SHALL NEVER BE USED. The following steps should be followed upon observing inappropriate behavior:

- Identify the inappropriate behavior and explain why it is inappropriate;
- Suggest an alternative behavior;
- Remind the child or youth that if the action continues a consequence will ensue;
- Physical contact should be limited to a gentle restraint;
- For second offenses, follow-through with the consequence;
- After taking action, remind the child or youth of an alternative behavior, and;
- For third offenses, the child or youth should be removed from the activity and the parents of the child or youth shall be contacted.

In extreme cases where the child or youth becomes a threat to him/herself or others, remove the child or youth from the room. Do not leave the child or youth unattended; and VBS program leader shall be contacted for any situation that cannot be handled in accordance with the above guidelines.

Drop-off Procedures

Initial _____

No child should be left in a classroom or program area without the teacher or adult leader person.

Parent Pick-up

Initial _____

Children will be released only to a parent, legal guardian, or authorized adult following VBS. Teachers/volunteers should not leave the program area until all children have been released appropriately. Parents may authorize their child to be released to another adult or family member. A parent or responsible adult must supervise children at all times. No child should be left unsupervised in the Church building or on the Church grounds.

Certification and Authorization for Release of Information (CHECK ONE)

() I certify by my signature below that (1) I have never been convicted of or pled guilty to a felony; (2) no civil, criminal, ecclesiastical complaint has been sustained* or is pending** against me for sexual misconduct or child abuse; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct or child abuse.

() I am unable to make the above certification.

By my signature below, I hereby certify and affirm that the information in this form is accurate to the best of my knowledge. By my signature below, I further certify and affirm that I have read the above certification form and fully understand that the information obtained may be used to deny me appointment as a volunteer of Haven Community Church.

Signature

Date

For purposes of this form, the term "sustained" shall mean: (1) in a criminal court "sustained" means that there has been a guilty plea, a guilty verdict or plea-bargain; (2) in a civil court, "sustained" means that there has been a judgement against the defendant. For purposes of this form, the term "pending" shall mean: (1) in a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict; (2) in a civil court, "pending" means a case in which there has not been a decision or judgment.