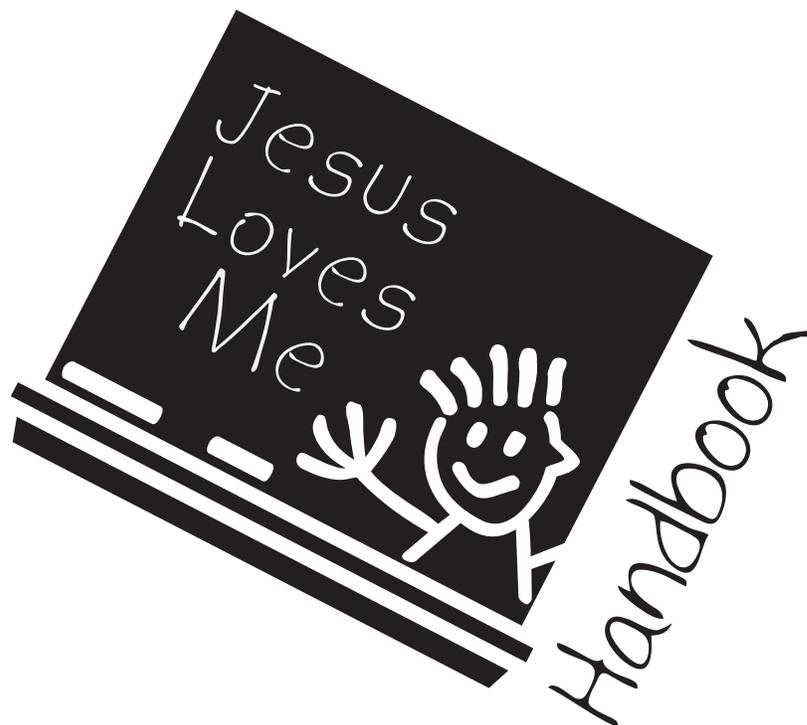


Children's & Youth Ministries



St. Andrew's

ANGELICAN CHURCH

7521 S. Old State Rd. • Lewis Center, Ohio 43035

740.548.5112 • 740.549.0742 (Fax) • www.standrewspolaris.org • mail@standrewspolaris.org

Almighty God, heavenly Father, you have blessed us
with the joy and care of children: Give us calm strength
and patient wisdom as we bring them up,
that we may teach them to love whatever is just
and true and good, following the example
of our Savior Jesus Christ. Amen.

— Book of Common Prayer, p. 829

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Almighty God, the fountain of all wisdom:
Enlighten by your Holy Spirit those who teach
and those who learn, that, rejoicing in the knowledge
of your trust, they may worship you and serve you from
generation to generation; through Jesus Christ our Lord,
who lives and reigns with you and the Holy Spirit,
one God, for ever and ever. Amen.

— Book of Common Prayer, p. 261



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Children's & Youth Ministry Policies & Procedures

In an effort to create the safest possible environment for children within the church, the following guidelines shall be followed by all paid staff and volunteers who work with children and youth in this parish:

1. Team Ministry

Two adults will be provided for each teaching or program event, whenever possible. When two teachers are not available, the group should meet in a classroom with a window in the door, or the door to the classroom shall remain open, to provide for greater safety of the children and the adult.

If a church-sponsored group leaves the premises, two or more leaders must be present and must include at least one male and one female if the group is mixed.

2. Open Door Policy

St. Andrew's maintains an open door policy for all classrooms and children's and youth activities. Classrooms or child care rooms may be visited without prior notice by parents, church staff, or other volunteer church workers.

Brief observations of child care rooms and classrooms of children or youth are conducted by the Program Director and/or Children's Ministry Team Leader during Church School hours.

Parents have the right, and are encouraged, to visit and observe children's and youth activities, classrooms, or church-sponsored programs at any time, unannounced.

3. Discipline Policy

Children will at all times be treated with respect and dignity; they will not be spanked or disciplined in ways depriving them of their basic rights to be safe, nor will they be verbally addressed in ways intentionally designed to humiliate them. All teachers and workers will utilize the following discipline measures:

- If a child is behaving inappropriately, the teachers or workers will tell the child specifically what he or she is doing that is not acceptable and state what the expected behavior is (e.g., "We do not throw the blocks. We use blocks for building.").
- If the measure is not effective, the child will be guided to another activity.
- If inappropriate behavior continues, the child may be separated from the group to work alone, provided they are not left unsupervised.
- If the child's disruptive behavior continues after these steps have been taken, the child may be taken to the parent(s), or to the Program Director or Children's Ministry Team Leader, who may contact the parent(s).
- No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.

4. Individual Counseling of Children and Youth

One-on-one interactions with children and youth are sometimes necessary and appropriate but care must be taken that they be conducted in an environment that provides visibility and/or accessibility by other adults. Another adult is to have knowledge of staff members' (paid or volunteer workers) whereabouts and with whom they are meeting. Youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent or other adult, especially if they are uncomfortable about anything that occurs in counseling.

5. Overnight Trips and Field Trips

St. Andrew's recognizes the value of supplemental activities outside of structured classes in building community among specific groups of children, and as a means of inviting those outside the group in. However, all meetings and activities planned outside of designated meeting times and places (for example, class Christmas parties at a teacher's/leader's home, or pizza or ice cream parties at local places of business) must be approved in advance by the Rector and/or Program Director, and must meet all guidelines included in this Children's & Youth Ministry Policies & Procedures handbook regarding proper supervision and chaperoning, and driving policies.

Situations in which paid or volunteer staff members are taking children or young people on field trips away from the church for long periods of time or for overnight outings and retreats are to be carefully planned by the staff. Use known, proven staff, along with the newcomers, so that staff who are new to the church are not left alone with the children or young people in a situation in which there are no other staff to observe. In no circumstances is one adult (other than the parent) to take a child or children on an overnight outing alone.

Parents must be made aware of their children's whereabouts at all times, including emergency changes in location.

Idea/tip: It is a good idea to designate at least two parents who will be available by phone during the activity to be responsible to reach other parents in case there are last minute location changes. These parents should have all the parents' phone numbers before the onset of the activity. This keeps teachers supervising their kids and everyone in the know.

Example: Your Sunday school group is going on an outing to Graeters. At Graeter's there is a sign on the door that the water pipes have burst and the store is closed. You are now on your way to McDonalds with four 8-year-olds in your van and the same number are with your team teacher. Before you start for McDonalds you call Janie's mom to activate your phone tree. This really helps Sarah's dad out when he has to pick her up a half hour early at the location to get her to her soccer game.

6. Driving Policies

Only adults age 21 and over who possess a valid driver's license and have read and signed this Children's & Youth Ministry Policies & Procedures handbook are authorized to transport children and/or youth to church-sponsored events and activities. Any exceptions (for example, young people under the age of 21 who possess a valid driver's license and who have the approval of their parent(s) or guardian(s) to drive their younger siblings) must be approved in advance by the Program Director and/or the Children's Ministry Team Leader or Youth Leader, and a written permission slip must be signed by a child's parent or guardian prior to departure. (*Children's & Youth Ministry Policies & Procedures -- Form 3-12*)

If a church-sponsored group leaves the premises, two or more leaders must be present and must include at least one male and female if the group is mixed gender. (*See #5 above for additional information that applies to off-premises outings and trips.*)

In every case, a written permission slip must be signed by a child's parent or guardian prior to departure. (*Children's & Youth Ministry Policies & Procedures -- Form 3-12*)

7. Gifts

No staff, either paid or volunteer, are to give gifts to individual children or young people without the prior knowledge of the parent(s), Program Director or responsible clergy. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

8. Special Note for Nursey Volunteers and Workers re: Changing Diapers

It is our policy that only parents, grandparents or guardians of a child will change that child's diaper. If a child's diaper needs to be changed, please notify the parent by pager.

9. Restroom Visits

Children who need assistance using the restroom shall be assisted in the child's restroom located adjacent to the Nursery. Children who are old enough to care for their own restroom needs may use the main restrooms. At no time shall a volunteer or staff person take a child alone into a restroom, with the exception of the child's restroom adjacent to the Nursery.

The Nurture and Care of Children

God embraces children with love, placing their nurture and care in our hands. Christian community always includes physical touching as an expression of affection and as a vessel for healing. We hold up for our common joy examples of touching such as:

- laying on of hands in healing;
- the holding of hands in prayer;
- an embrace at the exchange of the Peace, or even the kiss of peace among friends.

We also recognize evil, and understand that the human capacity for evil can corrupt even the holiest of gifts. Therefore, we restrict our touching and affection to those sacramental and public activities commonly held appropriate throughout the history and worship of this Church.

Touching children or youth on the genitals or breasts, or allowing them to touch one another's genitals or breasts, or children touching the genitals or breasts of an adult, is always inappropriate in any Church activity or setting, or elsewhere. Likewise, violence to children, physically to their bodies or spiritually to their hearts and minds, is never appropriate in a Church activity or elsewhere.

Those who entrust their children to the care of the church have a right to expect that due attention has been given to recruiting, hiring, training and supervision of persons in charge of church programs. We, as the Christian community, believe that children should be safe and well cared for, and consider it to be our pastoral responsibility to provide a loving, secure environment for children in our congregations by being advocates for children, and establishing clearly defined safeguards, procedures and policies for their pastoral care and protection.

Our Goal

Our goal is to maintain a safe, secure, loving place where children may grow in their love and knowledge of Jesus Christ, and where their caregivers, teachers and leaders, both paid and volunteer, minister appropriately to their needs.

Basic norms have therefore been developed for child abuse prevention, of which this handbook is an example. We will engage in a policy and program of planning that will:

- provide a place in which children are loved and safe from all forms of abuse and neglect;
- provide paid and volunteer staff with clear and shared norms for appropriate behavior in regard to their ministries with children; and
- make prompt, competent, and pastoral response to allegations of child abuse.

This child abuse prevention policy shall be posted visibly and shall state clearly that the clergy, wardens or staff must be informed of any complaints and that a prompt investigation of any complaint will follow.

Types and Signs of Child Abuse

Signs of abuse may be observed in the child's appearance or in the behavior of the child or the parent. Children may also tell adults about being abused.

Physical abuse is any non-accidental injury or pattern of injuries to a child. Signs include: unusual bruises, welts, burns, cuts, and frequent injuries explained as accidental or of a different age than described by the caretaker. The child may exhibit extreme behavior, e.g. very aggressive or self controlled or withdrawn, have a poor self concept, hurt others, or avoid physical contact with them. The suspect abuser may participate minimally in the child's activities and show little concern for the child, have unrealistic expectations or negative perceptions of the child, or use harsh punishment. The child's injuries may be concealed by clothing or explained unconvincingly by the parent or the child.

Sexual abuse includes exhibitionism, voyeurism, sexual exploitation, and genital contact. Most cases involve parents, family members, or others known to the child. Signs include stained or bloody underclothes, injuries in the genital or anal areas, evidence of sexually transmitted diseases, or pregnancy. Behavioral signs include: difficulty in walking or sitting, "excessive" masturbation, seductive behavior, sexual acting out, or an unusual

degree of knowledge about or interest in sex. The child may also appear withdrawn or anxious or relate poorly to peers. The suspect abuser may be socially or geographically isolated. He/she may appear jealous or over protective and may spend extended time alone with the child, refusing to permit social contacts.

Emotional abuse involves verbal assaults and excessive demands on a child resulting in a negative self image and, often, disturbed behavior. Signs of emotional abuse may include: eating or speech disorders, developmental delays, or flat or bald spots on an infant's head. Behavioral signs include excessive biting, rocking, sucking, or scratching in infants. The child may act older or younger than his/her age. He/she may be withdrawn, hyperactive, aggressive, or submissive. The parent may seem immature or uninterested in the child's problems or needs, rejecting and belittling the child and withholding love.

Neglect is a result of a parent's failure to provide basic physical care, education, and safety protection for a child. Signs of neglect in a child may include: unusually small size or low weight, poor grooming and inappropriate clothing.

The neglected child may be chronically hungry or listless or sleepy and may need medical or dental care. He/she may spend long periods of time alone and unsupervised, may have poor school attendance, or may assume adult roles and responsibilities. The parents may be apathetic or socially isolated, have poor parenting skills, or lack of interest in the child. He/she may be disorganized, unstable, or unkept.

All definitions are from Fact Sheet #3: "Indicators of Child Abuse and Neglect" from the Clearinghouse for Child Abuse Prevention. All other information is from Fact Sheet #3 and Child Abuse and Neglect, published by the Council on Child Abuse of Southwestern Ohio, Inc.

The Church's Role in Prevention

In an effort to create the safest possible environment within the church, several abuse prevention measures will be used. These measures may include the limited screening of both paid and volunteer teachers for past child abuse convictions or expungements, provision of training on child abuse issues to paid and volunteer staff members, use of team teaching and chaperoning, standards for appropriate classroom discipline, and open classrooms.

The following guidelines shall be followed by all paid staff and volunteers who work with children in this parish:

All volunteer childcare workers, Church School teachers, and youth leaders who work regularly during the school year will be required to:

- read the church's Children's & Youth Ministry Policies and Procedures (*this document*),
- sign a form (*Children's & Youth Ministry Policies & Procedures -- Form 1-12*) indicating that they have read and understand the policy and agree to abide by it,
- read and sign a Form of Notice that confirms their awareness that they might be required, under Section 109.572 of the Ohio Revised Code, to provide a set of impressions of their fingerprints, and that a criminal records check might be conducted with respect to them. (*Children's & Youth Ministry Policies & Procedures -- Form 2-12*), and
- read and sign a Permission to Obtain a Background Check form (*Children's & Youth Ministry Policies & Procedures -- Form 4-12*) to give the church permission to conduct such a background check.

First year teachers or workers will also be encouraged to attend one training session related to the church's child abuse policy during the course of their first year of teaching.

Exceptions to this policy can be made only by the Rector or Program Director.

Executed policy forms will be kept on file in the Parish Office and reviewed annually.

This policy shall be reviewed annually and updated as needed.

Any person working with children or youth shall take the online Ministry Safe Training Course sponsored by the Anglican Diocese of the Great Lakes, and successfully complete the questions at the end of the course. You will receive an email from the Diocese with a link to the training course. The link must be accessed from that email, as the certificate of completion you receive will be tied to your email address.

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Field Trip/Activity Parental Consent & Release Form

Event / Activity: _____
Activity/Location

Date of Activity: _____ Departure Time: _____ Return Time: _____

Adult(s) Responsible: _____

Youth's / Child's Name: _____ Email Address: _____

Home address/telephone

The above named youth / child has my permission to participate in the above event, and to be transported by private vehicle when necessary. In consideration of the benefits to be derived from these activities, I hereby voluntarily waive any claim against St. Andrew's Anglican Church, the sponsors, the owner and / or driver of the vehicle furnishing transportation to the event and St. Andrew's volunteers assisting with the event. I further agree to direct my son / daughter / ward to conform to the fullest with the directions and instructions of the adults in charge.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

Address (Street, City, State and ZIP)

Home Phone

Contact Phone

Email

Other parent and / or contact: _____
Name *Contact Phone*

Other instructions: _____

Please turn to back for important information regarding medical consent, and safety and privacy policies. Both sides of this form must be filled out.

Medical Care Permit

To Whom It May Concern:

As a parent and/or guardian of the child named on the front of this form, I authorize treatment of said child by a qualified and licensed medical professional in the event of a medical emergency which, in the opinion of the attending physician, may endanger the child's life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

This release is intended for the date of this event only. This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Parent/Guardian Signature

Parent/Guardian Name (Printed)

Family Physician: _____

Name

Phone

Preferred medical facility: _____

Specific medical allergies, chronic illnesses or other condition: _____

Another person to contact in case of emergency: _____

Name

Contact Phone Number

Consent for Use of Photographs

St. Andrew's from time to time takes photographs of children for use in church-related publications, videos and internal communications including, but not limited to, photo directories for use by teachers and classmates as community-building tools; on our public web site; in press releases to local media and district and national church publications, and brochures Please complete this form to either agree or disagree to the following statement:

I hereby authorize and give full consent to St. Andrew's Anglican Church to use in internal publications and/or communications, on their web site and in press releases to local media and district and national church publications, all photographs in which my child appears while involved in the ministries of St. Andrew's.

- I hereby approve the foregoing and consent to the use of photographs subject to the terms mentioned above. I affirm that I am the parent or legal guardian of the child named on the front of this form, and have the legal right to issue such consent. ***(If you checked this box, please continue on to the following special section pertaining to Facebook.)***

Special consideration for Facebook:

- My child's picture may appear in pictures on St. Andrew's public Facebook page in accordance with the above policy.
- My child may be tagged in such pictures if he or she has a Facebook account.
- My child's picture may be on Facebook, but he or she may not be tagged.
- My child's picture may not appear on St. Andrew's public Facebook page.
- (If you checked any of the above boxes, please DO NOT check this box.)*** I hereby do not authorize or grant consent for the use of such photographs.

Signature: _____

Date: _____

Parent/Guardian



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Children's & Youth Ministries Policies and Procedures Statement

Following review of Children's & Youth Ministries Policies and Procedures, this form must be completed by all clergy and paid staff, and all volunteers who teach or work directly with children and youth.

Please read and initial each statement:

_____ I have read and understand the Children's & Youth Ministries Policies and Procedures.

_____ I agree to abide by the Children's & Youth Ministries Policies and Procedures.

_____ I have no convictions for child abuse.

If you will be transporting children and/or youth to and from church-sponsored activities and events, please complete the following

_____ I have a valid driver's license (please initial)

Driver's License No. _____ State: _____

Name: _____

Ministry at St. Andrew's: _____

Signature

Date

Please return to the Program Director or Children's Ministries Coordinator.



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Notice of Possibility of Criminal Records Check

Ohio law requires that volunteers who will have unsupervised access to children be provided this notice. As a volunteer who can have unsupervised access to children, you might be required to provide a set of impressions of your fingerprints and a criminal records check might be conducted with respect to you. If a criminal records check is made, it would be to determine whether you have been convicted of one or more offenses described in Division (A)(1) of section 109.572 of the Ohio Revised Code. If a criminal records check is made and it shows that you were convicted of one or more of these offenses, we may be required to inform all parents and guardians of children to whom you have unsupervised access concerning any such reported conviction.

Section 109.572, Ohio Revised Code lists offenses to be searched during a criminal background check involving child safety. The list is not exhaustive, because it mentions “substantially equivalent” offenses to the following list of Ohio criminal offenses. If a search is conducted through normal channels, the reporting entity will know what specific sections to check and report. Ohio statutory offenses to be checked include the following:

Murder, voluntary and involuntary manslaughter, felonious assault, aggravated assault, assault, failing to provide for functionally impaired person, aggravated menacing, patient abuse or neglect, kidnapping, abduction, criminal child enticement, rape, sexual battery, corruption of minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, compelling prostitution, promoting prostitution, procuring, prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering sexually oriented matter about minors, illegal use of minors in nudity-oriented material or performance, aggravated robbery, robbery, aggravated burglary, burglary, abortion without informed consent, endangering children, contributing to unruliness or delinquency, domestic violence, carrying concealed weapons, having weapons under a disability, improperly discharging firearms into a home or school, corrupting another with drugs, trafficking offenses, illegal manufacture of drugs or cultivating marijuana, funding of drugs or marijuana trafficking, illegal administration of anabolic steroids, improper labeling of hazardous substances, felonious sexual penetration.

We understand that this Ohio law is intended to upgrade the safety and protection of our children, and not to discourage volunteer service. We would appreciate your signing the receipt of this notice provided below, so that we may establish our compliance with this Ohio law. Your Social Security number will be used exclusively for the purpose of any background check, so as to avoid confusion with persons who have similar names.

I acknowledge receipt of the Notice stated above this _____ day of _____, 20____.

Print Name: _____

Social Security Number: _____

Signature: _____

Please return to the Program Director or Children's Ministries Coordinator.

Children's & Youth Ministry Policies & Procedures -- Form 2-12

