



IMMANUEL STUDENTS

INTRODUCTION AND PURPOSE

Immanuel Baptist Church (“Immanuel”) seeks to provide a place for all children and youth to grow in their faith and understanding of Jesus. This Policy serves to ensure the safety and care of all children participating in programs at Immanuel and seeks to create policies and procedures to both prevent abuse and to inform both volunteers and staff members (collectively “team members”) regarding the proper procedures to follow in the case of allegations of abuse. As part of this goal, Immanuel seeks to train and equip team members to care for the youth participating in Immanuel’s ministries and to create an environment of trust and respect. **These policies are subject to change from time to time as deemed appropriate or necessary. Limited exceptions and variations may be necessary at times to accommodate practical application based on specific situations.** It is essential that all team members read and understand these policies before serving as team members in any ministry. If you have a question about these policies, please contact a member of the Student Ministry staff.

SECURITY POLICIES

CHECK-IN (ARRIVAL)

Each student upon arrival must follow Immanuel’s established check-in procedure. When available, students will check into Immanuel’s computerized attendance system. This system will log the student’s attendance and provide access to the emergency contact information of the student’s parents or guardians. No student may enter the student area without first checking in to the system.

Offline Check-In Alternative: If for any reason the computer system or printers are down, the team member overseeing registration must switch to Immanuel’s handwritten system by retrieving the back-up written log sheets, which shall indicate the student’s name, age, and the parent/guardian’s contact information.

CHECK-OUT (DEPARTURE)

Students will be dismissed at a set time, with students having a plan previously discussed with their parent/guardian for pickup.

ACCESS TO AREAS WHERE STUDENTS ARE PRESENT

Hallways:

- **During student meeting times, any adult in the hallways other than at drop-off and pick-up times must be a team member with a name tag, church security personnel, or a law enforcement officer. All hallways are monitored by security cameras.**
- **Immanuel will also have a team member serve as a hall monitor to provide additional surveillance.** Team members will walk around during student programming to ensure that students and adults are not alone together in a closed room or environment.

Classrooms and Ministry Areas:

- No person is allowed to enter into the student ministry classroom other than a team member.
- All team members **MUST** be wearing a name tag before they are allowed to enter a room to serve.
- Parents and family members of students are allowed into the student area so long as a team member is present, and after the parent/family member has checked in and received prior approval from student staff to accompany their student.
- All classrooms and ministry areas are monitored by security cameras.
- IBC reserves the right to limit or prohibit participation in IBC events and activities in the event of a student's failure to follow rules of conduct from team members or a student's presence at an IBC activity possessing or under the influence of illegal substances.

SOCIAL MEDIA

Social Media Connections

- No team member may initiate a connection with a student on social media (adding a friend/following/messaging).
- If a student initiates a social media connection, a team member may respond by adding the student, as long as the student is over 13 years of age. However, at no point should the team member attempt to engage the student in any private messaging or text messaging. Team members should be mindful of what they post online in terms of content.
- All social media groups and pages associated with any student ministry will be designated as "closed" groups, requiring all those who wish to gain access to be approved by the page administrators.
- All church-related social media groups and pages must have at least two administrators. One of the administrators must be a Pastor or Director. If an administrator is no longer associated with the ministry, that individual's administrative status will be revoked.
- **Social media, even though it offers convenient and private channels, is not an appropriate medium for guidance and discipleship - especially with minors.**
- Social media is a great tool for communication with a student ministry **as a whole** – getting information out to the group, **not one on one**.
- It is not necessary, nor productive, to reach out to minors that have never connected with the church or ministry. Minors spend a great deal of time online; however, it is not the means by which they form connections with church; as such it is not appropriate to engage in conversations over these platforms.
- When checking in on any location-tagging social media, only "check in" yourself. Never check in students. Be sensitive to tagging or revealing other participants' location without their expressed permission. Rather, create a hashtag to facilitate conversation.

Texting and Social Media Communication

- Team members should generally communicate pertinent information about ministry, events, etc. to parents as the primary audience via email, group text, social media, etc.
- All communication with students should be in a public or group forum. Just as one should never be alone with a student in person, no team member should have a private electronic conversation with a student. **No student should be in a virtual conversation with an adult without a third person in that conversation. If a student reaches out to a leader virtually, that leaders' responses should be very brief. If the student is persistent in continuing the conversation, the leader should let the student know they are adding another person to the conversation, and then add someone to the conversation – either another leader or one or more students.**

Snapchat, Signal and other similar applications which “deletes” messages

Due to the design of this type of social media, any communication or other interaction between a team member and a student via Snapchat, or any other similar application that “deletes” the messages after being sent is prohibited.

Photos

- Team members must not post photos or video that identify students on any online site or printed publication without prior written consent from a parent or guardian.
- Photos may only be posted to social media pages by page administrators and after a photo release has been signed by a parent or guardian. Adults (team members, volunteers, parents, etc.) should not identify students in photographs posted online or in print. Individuals (including students) are welcome to identify (i.e. “tag”) themselves.
- Photos of students may only be published or posted after a photo release has been signed by their parent or guardian. Photos used in other mediums, such as church newsletters, websites, blogs, etc., must not include any identifying information of students.

EVACUATION PROCEDURE

In the unlikely event of an emergency which requires an evacuation, the team members shall take the following action:

General Emergency Response:

- The team member in each room should familiarize themselves with the evacuation route for the classroom they are serving in that day, prior to beginning to serve at their assigned time. The evacuation route is posted by the exit door of each room.
- Evacuate all students in the room to the location shown on the evacuation plan.
- Do not release students to parents/guardians in the middle of an evacuation. Instead remind parents/guardians that they can walk with you, and you can recruit parents/guardians to assist you in the evacuation of the room. Inform them that you cannot release a child until you have arrived at your designated location.
- Once evacuated, please wait for further instructions from ministry staff or security before releasing any students to a parent/guardian.
- Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid, or for any other reason. First aid will be brought to you if needed.

Tornado Procedure:

Everyone in the building should move quickly to a classroom or hallway where there are no windows.

- Have the students line up along the wall kneeling with their hands on their heads.

Lost Child Procedure:

In the event you notice a student is missing, immediately alert ministry staff and church security. Please give a description of the student (what was he/she wearing, color of hair, name).

Lockdown Procedure:

Should a lockdown be deemed necessary, no students will be allowed to be picked up or dropped off during this time. Everyone will stay in their classrooms with their door shut and locked, where possible. The main building entrance/exit doors will be locked. We will remain in this mode until a team member comes to the classroom to inform us the lockdown is over, and we resume normal operating procedures. Do not open the door for anyone other than law enforcement or team members, and only when safe to do so.

CHILD PROTECTION POLICIES

“THE RULE OF 2” (BUT 3 IS BETTER!)

Immanuel’s “Rule of 2” states that there must always be two adults present when supervising one or more students. This rule is designed for the safety of students as well as adults. Planning ahead will help avoid the potential of being alone with one or more students. The purpose of “The Rule of 2” is to make sure the actions of any one team member are known to at least one other team member and to encourage team members to support each other in ministry.

Compliance to “The Rule of 2” includes the following:

- During Student events there must always be two approved adult team members present when supervising one or more students.
- The adults generally must not be related family members (a married couple would be considered “related”). If two related adults are teaching together, a third team member must generally be present. If a third team member is not available, the two related adults may work together so long as there are cameras present in the classroom.
- We recognize the potential value of student staff meeting with a student on a limited basis. Student staff may meet with a student of the same gender under the following measures of accountability: parent permission and dialogue, supervisor awareness, and within sight of the public eye.

VISIBILITY & SECURITY

It is important that all interaction between students and team members happens in a location where others can observe what is going on for safety and accountability purposes. **At no time** should a student and team member be behind a closed door with no visibility to others. If a situation arises where a student approaches a team member in a closed environment where others cannot visibly or openly see the interaction, the team member should redirect the conversation to an area where others are present.

Most, if not all, areas where students and team members are present on the Immanuel campus are equipped with video surveillance equipment. As a team member you acknowledge that you are being recorded for safety and security purposes. This is done for the protection of both students and team members.

RESTROOM POLICY

Team members must respect and ensure appropriate physical boundaries with students with regard to using the restroom, changing clothes, etc. Students should be given privacy. However, team members should be aware when students are in the restroom and should report students who stay in the restroom for unusual periods of time.

OPEN DOOR POLICY

Classroom doors should remain open unless there is a window in the door or windows in the classroom walls. Classroom doors should never be locked while people are inside the room, except to protect students from an imminent threat during lockdown. Team members should be observable at all times.

APPROPRIATE AND INAPPROPRIATE BEHAVIOR

Physical Contact

Immanuel understands that appropriate touch is needed and encouraged as part of a positive, nurturing environment in a student ministry; however, it is essential that team leaders do not blur or cross lines. The following guidelines are to be carefully followed by team members.

Physical contact in any form should be above reproach. The personal behavior of team members must foster trust at all times. Do not force physical contact, touch, or affection on a student. A student's preference not to be touched must be respected, except in cases where the student's safety or the safety of others is in question.

Using good judgment, the following are appropriate ways to touch students:

- Short congratulatory or greeting side hugs in public view
- A brief, assuring pat on the upper back or shoulder
- Handshakes, high-fives, first bumps, and knuckles

The following are actions a team member should **NEVER** take:

- Never touch a student in anger or disgust
- Never touch a student in any manner that may be construed as sexually suggestive
- Never touch a student's private parts, including the genitals, buttocks, or breasts, whether over or under clothing
- No lap sitting

VERBAL INTERACTIONS

Verbal interactions between team members and students should be positive and uplifting. Immanuel team members should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students. Team members should not show favoritism, give gifts, or look for alone time with students.

To this end, team leaders should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, team leaders are expected to refrain from swearing in the presence of students, or speaking disrespectfully or maliciously of other people. Team members should not make sexually provocative or degrading comments or make inappropriate or risqué jokes.

Team members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student.

However, it is expected that student ministry discussions and lessons may occasionally address issues related to purity, dating, sex and human sexuality. These lessons will convey the church's views on these topics to the students. Students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teaching with sensitivity and from a biblical perspective.

- Avoid discussing anything of a sexual nature with students of the opposite gender.
- If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student. For any follow-up meeting: inform a Student Ministry staff member first, comply with the Two Adult Rule OR meet in a public, easily observed location.
- When in doubt as to whether a conversation could be interpreted as a "sexually oriented conversation," treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Student Ministry staff member.

DISCIPLINARY POLICIES AND PROCEDURES

Discipline: We will use love and kindness when dealing with disciplinary issues. Team members should never physically discipline students. If a student fails to comply with verbal warnings regarding behavior, the student will be asked to leave, and the student's parent/guardian will be contacted to pick the student up. In the event of a physical altercation, team members will attempt to verbally redirect the students involved to avoid physical intervention. Unacceptable behavior should be reported to the parent/guardian and if the student's behavior does not change.

Inappropriate forms of discipline:

- Do not use physical discipline.
- Do not use sarcasm or ridicule.

CAMP EVENTS

- IBC staff and volunteers participating in Camp events are required to complete a separate, more comprehensive training session specific to their scheduled event and sign a Statement of Acknowledgment and Agreement to participate. NEVER invite a student to go alone ANYWHERE for ANY reason.
- All Immanuel volunteers must be at least 18 years of age to serve and will go through the same application process required for serving in other areas of ministry.
- Those under 18 years of age may be approved to volunteer if serving under adult supervision, he/she has completed Caring Well Training, and 3 character references are provided.
- If you feel a student needs counsel, please contact a ministry staff leader and get them to help you develop a plan to help the student.
- NEVER transport a student alone in a vehicle. If there is an emergency, make sure a ministry staff leader is notified and dial 911 when necessary.
- In a camp situation, team members must continue to make sure that they are never isolated with a student.
- Never expose yourself in any way to students. In a camp situation wait until all students have showered or bathed to take yours.
- Always practice modesty and respect privacy.

OFFSITE GROUP EVENTS

- Off-site GROUP social events are encouraged so long as approved by the ministry staff leader, who advises of best practices to follow while off site.
- Team members must always obtain signed permission from a parent/guardian for students to participate in off-site activities. This should include date/time/location and reason for the event.
- NEVER invite a child to go alone ANYWHERE for ANY reason. If you feel a child needs counsel, please contact an Immanuel staff member to develop a plan to help the child.
- NEVER transport a child alone in a vehicle. If there is an emergency which requires a child to be transported, make sure a staff member is notified for assistance, or dial 911.

TRANSPORTATION POLICY

Staff members and ministry volunteers may, from time to time, be in a position to provide transportation for students. The following guidelines should be strictly observed when transporting students:

- Students should be transported directly to their destination. Unauthorized stops to a non-public place must be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one student in transport. Staff members and volunteers should avoid physical contact with children while in vehicles.
- Staff members and volunteers should avoid physical contact with students while in vehicles.
- Absent an emergency, drivers may not use cell phones while transporting minors (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- No drivers under age 25 may drive church-owned or rented vehicles.
- In transportation, the TWO ADULT RULE or RULE OF THREE must be followed.
- Never be alone in a vehicle with a student of the opposite sex.
- Never instruct a student to drive other students to a ministry event. Transport only the number of children for whom you have seat belts.
- Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving students.

HEALTH AND WELLNESS POLICIES

WHEN TO CALL 911

Call 911 if the following emergencies occur:

- A child begins choking.
- A child is knocked unconscious or suffers a serious injury.
- A child starts to have trouble breathing, especially if the child seems to be having an allergic reaction and is in distress.
- If there is a fire, serious security issue, or act of violence.

In the event of a potentially life-threatening illness or injury, any adult has authority to immediately call 911. In non-life-threatening instances, immediately report any medical needs or concerns to the student staff or hall monitor. Those notified will contact the Immanuel Security Team to decide if 911 should be called. In addition, the staff/desk team will contact the parent/guardian to advise them of the situation.

The team member should remain calm and divert the attention of the other children. The injured or sick person should be kept quiet and still to the extent feasible. Do not attempt to move a severely injured person unless he or she is in imminent danger.

Regardless of severity, any medical needs or concerns should be reported immediately to student staff. After the incident is under control, the team member involved should fill out an Incident Report (discussed below) and submit it to the executive pastor and student staff.

ACCIDENTS AND INJURIES

If an injury as outlined below occurs, contact student ministry staff immediately:

- Any injury that leaves a visible mark. Any injury where there is bleeding. Any occurrence that involves an allergy alert student ingesting an allergen. Any occurrence that leaves the student crying for an extended period, even if there is no visible injury. Any injury that leaves a student limping or dazed. Any injury where a student is complaining of pain more than five minutes after the accident occurred.

For any injury, listed above or otherwise, Student staff should contact the parent and/or guardian.

INCIDENT REPORTS

When to fill out an incident report:

For any injury, listed above or otherwise, the team member must complete an Incident Report which will be filled out completely each and every time a student is injured; damage to property occurred; a security issue arose; a mandated reporter call is made; or any other related issue has taken place: When in doubt – fill it out.

- **The Incident Report needs to be filled out by the person who administers first aid and a team member(s) who witnessed the incident.**
- **Record all details as soon as possible.**
- **Parents/guardians of any student who has been involved in an incident should be notified.**

Completion of Incident Reports:

- All Incident Reports must be turned into the student pastor by the end of the day on the date of the incident. All reports will then be given to the church administrator for recordkeeping.
- If requested, a copy of the report may be provided to the parent/guardian of the child involved. If the report contains names of other minor children, the copy provided shall be redacted to protect the privacy of the other children involved.

NO MEDICATION POLICY

No medication may be administered by team members with the exception of an EpiPen® in the case of life-threatening reactions. The parent/guardian or student must administer all other medication, both oral and topical.

Team members are prohibited from opening or taking medication while in the classroom. In the event that medication is needed, the team member must leave the classroom to take medication.

STUDENT AND VOLUNTEER HEALTH POLICY

Students who show any visible signs of illness should not be allowed into the classroom. When addressing this with parents/guardians, assure them that we want their student to come back as soon as they are feeling better. If any illness is discovered after a student is in the classroom, remove the student from the room and ask Student staff to locate the parents/guardians.

While in class, should a student begin to exhibit any of the following symptoms or shows other signs of illness, contact Student staff to evaluate the student. Symptoms due to allergies will be handled on a case-by-case basis.

Symptoms:

- Fever
- Has tested positive for COVID-19, flu, RSV, etc.
- Vomiting or diarrhea (even associated with medication)
- Common cold from onset through one week
- Sore throat
- Constant cough or croup
- Colored mucus (runny nose that is not clear)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pink eye or other eye infections
- Any communicable disease
- Lice, including the presence of eggs or nits

If a parent/guardian tells you that his or her student has exposed the class to a contagious disease (e.g. measles, chicken pox, COVID-19, etc.) please contact Student staff to handle the situation. Do not alarm other parents or students. The circumstances will be fully investigated and executive pastor along with his pastoral team will be responsible for notifying other parents.

CHILD ABUSE AND PROTECTION POLICY

What is child abuse/neglect?

According to the Child Abuse Prevention and Treatment Act, “child abuse and neglect” means, at a minimum, “any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation.”

Arkansas law prohibits child maltreatment—or abuse and neglect. This includes physical abuse, sexual abuse, neglect, sexual exploitation, or abandonment by the caretaker of a child.

- **Neglect** – Arkansas law defines neglect to include but not be limited to (1) failure to prevent abuse; (2) failure to provide food, clothing, shelter, or medical treatment for the child’s well-being; (3) failure to take action to protect the child from abandonment, abuse, sexual abuse, sexual exploitation, or neglect; and (4) failure to properly supervise a child, which creates a dangerous situation.
- **Abuse** – Arkansas law defines abuse to include but not be limited to (1) extreme or repeated cruelty to a child; (2) conduct creating a threat of death or impairment; (3) injury to a child’s intellectual, emotional, or psychological development; (4) any non-accidental physical injury; and (5) any intentional acts, such as throwing, striking, shaking, burning, biting, or cutting a child.
- **Sexual Abuse** – Arkansas law defines sexual abuse to include: (1) sexual intercourse, deviate sexual activity, or sexual contact; (2) attempted sexual intercourse, deviate sexual activity, or sexual contact; (3) forcing or encouraging the watching of pornography; (4) forcing, permitting, or encouraging the watching of live sexual activity; (5) forcing the listening to a phone sex line; (6) an act of voyeurism; or (7) solicitation of sexual intercourse, deviate sexual activity, or sexual contact. Sexual abuse also includes grooming, which means to knowingly disseminate to a child a visual or print medium depicting sexually explicit content with the purpose to entice, induce, or groom the child to engage in the sexual intercourse, sexually explicit conduct, or deviate sexual activity.

Reporting Child Abuse and Neglect

It is essential that Immanuel create a culture where child abuse prevention is discussed, addressed, and monitored. All team members who come to learn of any occurrence of neglect or abuse or who have reasonable cause to suspect that a child has been subjected to neglect or abuse should follow the steps below.

- If the child is in immediate danger or if there is an emergency, call security or 911.
- If there is potential for immediate contact between the alleged offender and the victim, take any steps necessary to create distance and call security or 911. After securing the victim’s safety in the moment, the team member with knowledge of the incident of abuse should call the Arkansas Child Abuse Hotline at **1-800-482-5964**. This report must happen immediately. The team member should be specific about concerns and provide the child’s name, the alleged offender’s name, and details about the abuse.
- Once the team member makes the report to the Arkansas Child Abuse Hotline, the team member will receive a report number and should then immediately provide this number along with a completed incident report to the Senior Pastor/Executive Pastor and the Director of Finance & Administration
 - The team member must also report the incident to the Caring Well Pastor and/or Caring Well Director and Caring Well Chairperson.
 - If the team member informs a pastor or ministry leader that he/she has not yet called the Arkansas Child Abuse Hotline, the team member should immediately call the hotline with a pastor or ministry leader present for the call.
- After a report of neglect or abuse has been submitted, the pastor/director or ministry leader must immediately send the incident report to the Caring Well Team for further review and any needed actions.

The investigation of any allegations of neglect or abuse is the responsibility of the proper authorities. Team members or any other persons at Immanuel should not conduct their own investigation into any claims of abuse or neglect. Immanuel will cooperate fully with an investigation by local, state, or federal authorities.

Confidentiality

Except to comply with this Policy and applicable law, or to cooperate with any official investigation of the incident, team members with personal knowledge of the suspected neglect or abuse should be mindful of the sensitive nature of the matter and should keep such matters confidential. Team members should not reveal the identity of the victim except when necessary. Any requests for information directed to team members by individuals outside of the official investigation (e.g., requests from the media) should be directed to the ministry leader or executive pastor.

Reporting Other Policy Violations or Inappropriate Behavior

There may be instances where a team member observes violations of this policy or other inappropriate behavior that is concerning but does not qualify as neglect or abuse as defined above. In addition, a team member may observe or be aware of inappropriate behavior by another team member with another adult, such as that team member making sexual related comments or jokes or having inappropriate physical contact with another adult while serving at Immanuel.

If you are subjected to any conduct that you believe violates this policy or witness any such inappropriate conduct that does not qualify as child neglect or abuse, you must promptly speak to, write, or otherwise contact your student staff or, if the conduct involves staff, then contact the executive pastor within 5 days of the offending conduct.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. Immanuel will directly and thoroughly investigate the facts and circumstances of all claims of inappropriate behavior or will refer the investigation to the proper professionals and will take prompt corrective action, if appropriate.

Zero Tolerance Policy

Immanuel will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically or sexually abusive behavior towards a child.
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.
- Emotional mistreatment of children, including verbal
- Abuse and/or verbal attacks.

Removal of Those Accused of Wrongdoing

Immanuel reserves the right to refuse membership, to dismiss, or to exclude from affiliation with an Immanuel member who is or has been convicted of child abuse or neglect of any child or is currently under investigation for such wrongdoing.

SCREENING AND PLACEMENT

Screening

Each potential team member (whether volunteer or employee) must be a member of the church for at least two (2) months before he or she is eligible to apply for a team member position. Once an individual meets these initial criteria, he/she will take the following steps:

- Each potential volunteer will fill out an online application.
- Once the online application is received, it will be reviewed and approved by the respective minister or director.
- A formal state and federal background check will be conducted on the potential team member. This background check will be consistent with our current process, which includes a signed consent form. All background check information will be kept confidential to the maximum extent possible. Immanuel will comply with applicable federal, state, and local laws regarding background checks.
- For screening of paid staff members, Immanuel will contact those entities / individuals listed by the applicant as former employers or supervisors to verify that the information presented on the application is accurate.
- The publicly available postings on the potential team member's social media accounts will be checked by the respective ministry leader. In an era in which most people have a social media presence, it is wise to review an applicant's social media history for red flags or any content that could indicate improper behavior.
- Upon approval of the application and an approved background check, an in-person interview will be scheduled and conducted by the respective ministry leader. It will be a face-to-face interview. If a question has arisen with the applicant's background check or application, it will be discussed during the interview. Immanuel will also take this time to educate the applicant about the ministry and to inform the applicant of the child protection policies in place.
- For applicants under the age of 15, Immanuel will require additional references given that a background check will not be able to be conducted. The Executive pastor, director, or assigned volunteer coordinator will contact the character references provided by a potential volunteer applicant to ask the appropriate applicant screening questions.

Training & Placement

- After successful completion of the screening process, and before beginning any training, the team member must review and sign this policy and any others related to his/her area of ministry. This is to demonstrate their understanding of and agreement to Immanuel's policies and procedures.
- All volunteers must complete Ministry Safe and Caring Well training and respective quizzes.
- Upon completion of training, the team member will be placed in their new role.

Recertification of Volunteers

- Ministries will train all team members once a year. The team members must attend recertification training, or if they are unable to attend, they must review the material given at these training courses by video or other provided means.
- Team members must sign a background check authorization every two years, at the time a new background check is performed.

GENERAL SAFETY REMINDERS

- Never be alone with a child.
- Never leave children unattended.
- No medication of any kind will be given to children by any team member. The only exception to this rule is an EpiPen during a medical emergency, and application of diaper rash cream or gripe drops.
- Follow the "Immanuel Rule of 2" – A minimum of two adults should always be present in any room, except in the event of an emergency; we strive to have 3 adults present if two of the adults in the classroom are related.
- Classroom doors should remain open at all times, unless the door is outfitted with a full window. For classrooms that have Dutch or half doors, the top portion will remain open at all times.
- Avoid physical contacts with children that could in anyway be misconstrued as inappropriate.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I, _____ (team member name), acknowledge that I have received and read a copy of the Immanuel Caring Well Policies and Procedures and understand that it is my responsibility to be familiar with and abide by its terms. I understand that failure to abide by these policies and procedures could result in my removal from my team member position.

Signature

Printed Name

Date

ADDENDUM

Caring Well Response Procedures

- Procedures presented to the Caring Well Committee on 7/9/2025.
- Procedures were approved by the Caring Well Committee on 7/9/2025.
- Procedures to be added as an addendum to the Caring Well Policies and Procedures.

When a Caring Well incident is reported, the following steps will be taken:

1. First point of contact (volunteer, member, ministry leader) should follow policies regarding notification of authorities (if required).
2. Next, the first point of contact should notify the Caring Well Pastor and/or Caring Well Director, Senior Pastor/Executive Pastor, and Caring Well Chairperson
3. Notify the family
4. Fill out the Incident Report and submit it to the Senior Pastor/Executive Pastor and the Director of Finance & Administration
5. Convene pastors and the Caring Well Committee to advise the Senior Pastor/Executive Pastor on recommended action steps that may include (if required):
 - Notifying the church or a subset of the church
 - Conducting an internal review and/or engaging a 3rd party to examine facts
 - Disciplinary action if required
6. Convene pastors and the Caring Well Committee to advise the Senior Pastor/Executive Pastor on recommended action steps that may Senior Pastor/Executive Pastor takes action steps (if required)
7. Caring Well Pastor and Caring Well Director develop and implement a care plan for the member/family (if required)
8. Review with the Caring Well Committee for other follow-up action (if required)

Removal of Those Accused of Wrongdoing

Immanuel reserves the right to refuse membership, to dismiss, or to exclude from affiliation with an Immanuel member who is or has been convicted of child abuse or neglect of any child or is currently under investigation for such wrongdoing.



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