



IMMANUEL
STUDENTS

**SECURITY
POLICIES**

Students

Security Policies

CHECK-IN (ARRIVAL)

When students arrive on campus for student ministry specific programming:

- Immanuel student ministry staff and/or trained, background check approved volunteers should be in place ready to ensure proper check-in procedures for safety purposes as well as record-keeping.
- There should be clear, visible signage present to welcome students, leaders, and first-time visitors to any student programming.
 - Each student should check-in by typing in their phone number before entering into student area.
- Students will be dismissed by either a student staff member or student volunteer, with students having a plan previously discussed with their parent/ guardian for pickup or meet up.

Hall Monitors

- There will be uniformed police officers and/or church-approved security volunteers on site monitoring student space during on-site programming to ensure the physical safety of all participants in Immanuel Student Ministries.
- Student staff members and student volunteers will walk around during student programming and group time to ensure that students and adults are not alone together in a closed room or environment.

CLASSROOM Participation

Parents may be around students as a vetted, background check approved member of the Immanuel student ministry team of volunteers

- Parents may be around students if accompanied by a member of the Immanuel Student Staff during student ministry programming or group time, particularly for families attending for the first time or as a visitor.
- Parents may be around students for special nights

If a parent would like to be more involved with the student ministry or physically be around students during actual programming or group time, he or she must speak with a student ministry staff member to begin the onboarding process for being an Immanuel Volunteer.

If a student has been having behavior issues during programming and it has been advised by the student Staff that a parent come to observe behavior, that parent is welcome to come after signing in at the front desk.

SOCIAL MEDIA AND COMMUNICATION POLICY

For Student Ministry Staff: In order to minister to students and families, student ministry staff on occasion will need to communicate with students and families about important activities as well as day-to-day ministry. Listed below are the standards for communicating with students and families as well as social media activity.

- Absolutely no inappropriate content (sexting, nude or pornographic images) is to be shared with anyone, including minors.
- Student ministry staff should communicate pertinent information about ministry, events, etc, to parents as the primary audience via email, text, phone call, social media.
- Student ministry staff should not initiate or continually reach out to students of the opposite sex via phone or social media.
- Utilize the “Rule of Three” by including several people in the conversation if possible.
- Brief, non-emotional communication is expected among staff members to students and other Dream Team members, whether through text message, letter writing, etc.
- Student ministry staff should be above reproach in what they post online in terms of content as well, having no hint of any sort of impropriety (Ephesians 5:3).
- Ministry specific social media accounts should assign multiple people as administrators to the account for accountability purposes as well.
- If a student reaches out to a student ministry staff individually through text or social media, move the conversation to fit the “rule of 3” immediately.
- Volunteer members should only contact students pertaining to their role (11th grade guys small group leader can and should contact 11th grade guys over text and social media).
- The “Rule of Three” is to be implemented regarding communication to their students via text or social media.
- Volunteers should be above reproach in what they post online in terms of content as well, having no hint of any sort of impropriety (Ephesians 5:3).

PHOTOGRAPHY/SOCIAL MEDIA

- Volunteers may not post any picture of a child on any social media format. This includes, but is not limited to Twitter, Facebook, Instagram, Snap Chat, or any other social forum.
- By law, we have to have written permission to post about a child on social media. Therefore, we ask that nothing is posted on social media unless permission is granted. Immanuel intends to ensure the health, safety, and well-being of leaders and children. As a precaution and to ensure strict accountability from one adult to another, leaders must follow these rules:

Child Protection Policies

"THE RULE OF 3"

- No student should be alone in a closed environment with another student or adult without a third person present. For example, 2 students and 1 adult is acceptable OR 2 adults 1 student is acceptable.
- Social Media, Texting, Email -- 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 leader's 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.
- A student is allowed to be alone with a parent/guardian.
- If a situation arises where a student approaches a student staff member or student volunteer member in a closed environment (where others cannot visibly or openly see the interaction taking place), the adult should move the interaction to a more visibly open environment to ensure that no accusations can be made regarding either party.
- If for whatever reason this option is not viable (a student is waiting for a ride from a parent and there is one unrelated adult left at the church building, for example), the adult should call another student staff or church staff member for accountability.

- Volunteers should stick around to make sure students and student staff are not left alone.

VISIBILITY & SECURITY

It is important that all interaction between children and leaders happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and leader be behind a closed door with no visibility to outsiders.

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

VERBAL INTERACTIONS

- Verbal interactions between Volunteer members and students should be positive and uplifting.
- To this end, leaders should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, leaders are expected to refrain from swearing in the presence of children.

CAMP/OFFSITE EVENT

All policies apply whether on campus or off campus.

- Off-site GROUP social events are encouraged as long as approved by staff. This should include date/time/location and reason for event. However, NEVER invite a child to go alone ANYWHERE for ANY reason. If you feel a child is in need of counsel, please contact an Immanuel staff member and get them to help you develop a plan to help the child.
- All Immanuel volunteers must be at least 16 years of age and will be required to go through the same application/background check process that is required for serving in other areas of ministry.
- NEVER transport a child alone in a vehicle. If there is an emergency, make sure a staff is notified or dial 911.
- In a camp situation, if you enter a cabin/room in which children are present it is OK to stand at the opened door and ask them to step out if you need to come in the room.
- Helping children bath/shower is absolutely prohibited.
- Never expose yourself in any way to children. In a camp situation wait until all kids have showered or bathed to take yours. Always practice modesty and respect privacy.

OVERNIGHT POLICY

- All overnight activities at the church will maintain the “Rule of Three” adult policy, avoiding any times of isolation between an adult and a child.
- No adult should share a bed with a student.
- Adult chaperones will be present throughout the entire event.
- Chaperones should be provided for each gender. (i.e., male chaperones for male sleeping arrangements and female chaperones for female sleeping arrangements).

RESPECT FOR CHILD'S PRIVACY

- Student staff members and adult leaders must respect and ensure appropriate physical boundaries as well with students in regard to using the restroom, changing clothes, etc.

- Students and Adults should be given personal space and privacy to shower, change clothes, etc.
- Students are only allowed to use restrooms based on gender at birth.

Any and all inappropriate behavior should be reported to student ministry staff IMMEDIATELY.

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 serious trouble breathing, especially if he/she is an allergy--alert child. He/she may be having a fatal allergic reaction.
- 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 a service coordinator/coach or staff member. The notified person will contact the Immanuel

Security Team via walkie-talkie to decide if 911 should be called.

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

Regardless of severity, any medical needs or concerns should be reported immediately to a service coordinator/coach or staff member.

ACCIDENTS AND INJURIES

If an injury as outlined below occurs, contact your hall coordinator and student staff immediately. Discuss the injury with them, and they will contact the parent and speak with them regarding the injury when necessary.

- Any injury that leaves a visible mark.
- Any injury where there is blood.
- Any injury that involves an allergy--alert child ingesting an allergen (alert parent immediately as well as the student staff.)
- Any injury that leaves the child crying for an extended period of time, even if there is no visible injury.
- Any injury that leaves a child limping or dazed.
- Any injury where a child is complaining of pain more than five minutes after the accident occurred.

The approved "Accident and Incident Report" form will be filled out each and every time a child is injured, damage to property occurred, a security issue arose, or any other related issue has taken place: when in doubt – fill it out.

- The "Accident and Incident Report" form needs to be filled out by the person who administers first aid and the Staff Member(s) who witnessed the accident.
- Record all details as soon as possible.

- Parents of any children, who have been injured in any way, spit on or verbally abused will be informed of the incident only and not the name of the other child involved.
- The “Accident and Incident Report” form must be signed by the parent, the students staff and the child (when applicable).
- All completed and signed “Accident & Incident Report” forms will need to be turned in to Student ministry office and HR.

Student Minister or Student Volunteer will call family during the week following the accident to check on the child and answer any questions the parent may have. This is a great opportunity to build trust with our parents.

NO MEDICATION POLICY

- No medication may be administered by staff or volunteers with the exception of an EpiPen® in the case of life--threatening reactions. We must have a Medical Release Form on file to administer the EpiPen®.
- The parent of the child must administer all other medication, both oral and topical, such as teething gel, teething drops, eye drops, etc.
- Immanuel staff and volunteers are prohibited from opening or taking medication while in the classroom.
In the event that medication is needed, the staff member or volunteer must leave the classroom to administer 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, assure them that we want their child to come back as soon as they are feeling better.

Upon the recommendation of the Committee on Control of Infectious Disease of the American Academy of Pediatrics,

a child should not be taken from the home when any of the following conditions exist:

- Fever
- Vomiting or diarrhea (even associated with teething or 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 (These are highly contagious. The child must be on medication for at least 24 hours and not exhibiting any symptoms.)
- Cloudy or green runny nose
 - Any communicable disease
 - Lice, including the presence of eggs or nits

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

Child Abuse and Protection Policy

What is child abuse/neglect?

According to the Child Abuse Prevention and Treatment Act, Public Law 93-274: Child abuse and neglect means; the physical or mental injury, sexual abuse, negligent treatment, or maltreatment of a child under the age of eighteen by a person who is responsible for the child's welfare, under circumstances which indicate that the child's health or welfare is harmed or threatened thereby.

An "incident of abuse" means any occurrence in which any person:

- Has threatened to inflict or has inflicted physical injury upon a child, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.
- Commits or allows to be committed any sexual offense against a child, youth, or vulnerable adult, or is reasonably suspected to have done so.
- With respect to a child, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or is reasonably suspected to have done so.
- Exposes a child, youth, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

Immanuel Procedure for Reporting Incidents of Abuse involving minors:

- If there is a potential of immediate contact between the accused and the victim, take any steps necessary to create distance. In such a case, immediately reach out to church staff or local authorities to help to protect the victim from imminent threat.
- After securing the victims safety in that moment, the next contact should be to the 1-800 hotline number, from the adult who has knowledge of an incident of abuse, for reporting. By law, this must happen immediately.
- Communicate with Immanuel Staff Member and Chair of the Caring Well Team. Supervisor & HR begin keeping log of all steps and conversations in Victim Care process.
- The Caring Well Chair will also call the hotline, to ensure that the authorities are aware of the allegation and that all information was reported accurately.
- If the parent or a person in the home of the victim is not the accused abuser, then the parent will be called by the Caring Well Chair member.
- The Caring Well Chair will call local police to report.
- If the adult who discovered the abuse communicates with Caring well chair but has not yet called the hotline, then the Caring Well Chair will have them call the 1-800 # in that moment, together.
- After those calls have been made, the Immanuel supervisor will call the Executive Pastor to plan next steps of Victim Care process. (These next steps are outlined in the Immanuel, Caring Well, Victim Care Policies and Procedures.)

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.

Immanuel reserves the right to refuse membership, to dismiss, or to exclude from affiliation with an Immanuel member or employee who is or has been convicted of child abuse or neglect of any child.

Immanuel also reserves the right to dismiss or exclude from serving with minors any Volunteers who has been accused of child abuse of any kind.

Screening and Placement

Screening

1. Each potential volunteer will attend Discover Immanuel and will be a covenant member of Immanuel.
2. Each potential volunteer member will fill out an online application.
3. Once the online application is received, it will be reviewed and approved by the respective minister or director.
4. A background check will be conducted on the potential volunteer. This background check will be consistent with our current process, which includes the signed consent waiver by potential volunteers.
5. The social media of the potential volunteer will be checked by the respective campus minister, or director.

6. Upon approval of the application and an approved back- ground check, an in-person interview will be scheduled. It will be a face-to-face interview. If a question has arisen with the potential volunteers background check, it can be discussed in the interview. Topics to be covered in interview: If an informal interview has already been conducted in the recruitment process, this follow-up, upon receipt of application and background check, can be completed over the phone (input must be 'regulated').
7. Known to Church – The applicant must be involved in ministry at Cross Church for 6 months before working with minors.

If the applicant has been known to the Director of the ministry in which they are applying to serve for 6 months or longer, or if they are known to a Ministry Team member for longer than 6 months, then the applicant may begin serving prior to the 6 month waiting period following church membership.

- a. Data Base records must support minimum tenure of involvement at Immanuel.
- b. Two Character References checked. At least one must be from a Cross Church pastor or current volunteer.
- c. Students (18 and younger) serving with minors will be required to go through the same application process as adults. However, since background checks cannot be done on minors, they will be required to provide three adult references.

For potential volunteers that wish to serve that are under the age of 16 The executive pastor or Minister will checks the two or three character references provided by potential volunteer applicant.

- a. How do you know this individual and how long have you known them?
- b. Would you trust this individual with your children/students?
- c. Is there any reason this person is not fit to work with children under the age of 18?

TRAINING & PLACEMENT

1. For the first two weeks on their new volunteer, the new volunteer applicant will train with an experienced leader in the group for which they are interested in serving. For example, if a lady is interested in serving as a second-grade small group leader, she will participate in small group training for two weeks with an experienced small group leader. After the two-week training, the respective pastor/assigned volunteer leader will follow-up with a meeting or phone call to determine "fit".
2. Upon completion of "on-the-job training", the volunteer will be placed in their volunteer role. After the first week of serving, the respective pastor or ministry director will call them to check in to see if the volunteer enjoyed the group, experienced any challenges, and if they believe they need additional training.
3. After one quarter, the minister will sit down with the volunteer to discuss how they are doing, get feedback on how to improve, and generally check in to determine the effectiveness for the ministry.
4. Ministries will train all volunteers 60 minutes per semester on safety. This includes 30 minutes on abuse reporting and 30 minutes on safety procedures.