***Policies for Safety and Security of Children and Youth***

Basic Operating Procedures and Policy

First Baptist Church of Elkin, NC

**Revised and approved in conference on**

**10-27-2013**

***Statement of Purpose***

***Our congregation’s purpose for establishing this policy is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all children and youth.***

***Frequently Used Terms***

*Adult- age 18 and up.*

*Children- children from newborn until the end of Grade 6.*

*Employee – paid worker age 18 and older.*

*Friend of the church- active participants in the life of the church for at least six months.*

*Ministry staff – employed ministers of the church*

*Safety officer- church member elected by the church who: verifies that this policy is followed; recommends*

*to the church any changes to the policy; recommends building needs to provide a safe and secure environment; keeps appropriate records.*

*Staff- employees of the church, whether ministerial, administrative, custodial¸etc.*

*Volunteers – unpaid workers age 18 and older.*

*Youth- children in Grades 7 through 12 that are not yet age 18.*

***1. Recruitment/Screening/Hiring Policies for Paid Staff and Volunteer***

* All volunteers must be 18 years of age or older. Younger persons may assist adults, but they may not take the place of an adult worker.
* National criminal background checks, as well as previous employment must be checked for all paid staff in supervisory capacities with children and youth.
* Volunteer application and nationwide background checks must be completed and processed prior to volunteers working with youth and/or children.
* A person must have been an active member or “friend of the church” for at least six months before being approved as a volunteer to work with children and youth.
* A member of the church ministry staff will conduct a nationwide background check for all volunteers and will file the reports in a secure location. The background check will be repeated at least every 3 years for each volunteer.
* If issues arise from a background check, the report must be reviewed with another minister to determine a resolution.
* Database of dates of applications, background checks, and signed covenants will be maintained by the safety officer.
* A minister will file the background checks for each volunteer. Only members of the ministry staff will have access to the results of the nationwide background checks.

***2. Adult Supervision***

* At least two adults must be present at all times during any church sponsored program, event or ministry involving children or youth (i.e. nursery, Vacation Bible School, Sunday School classes, Bible study for youth, R.A.’s and G.A.’s, youth fellowship, choir programs, special programs, etc.)
* Adults working with children or youth must be a church member or a “friend of the church” and will be active participants in the life of the church for at least 6 months prior to working with children or youth.
* Adults working with children or youth must be at least 5 years older than the oldest child/youth being supervised.
* Children are not to be left by parents until two (2) approved adult volunteers are present.
* Children age birth through grade 3 must be picked up by a parent/guardian or someone else specified by the parent/guardian in writing. Children under grade 4 will not be permitted to leave a class alone.

***3. Annual Orientation for Workers***

* All workers with children and youth (paid, volunteer, part-time, clergy, or lay) are required to attend an initial orientation session in which they are informed of the:
* Church’s policies for the prevention of child abuse
* Procedures to be used in all ministries with children and youth.
* Appropriate steps to report an incident of child abuse or neglect.
* Details of state laws regarding child abuse or neglect.
* Emergency communication plan; emergency procedures; phone usage.
* Workers are required to sign “Volunteer Participation Covenant Statement” (see attached) to abide by and cooperate with the church’s policy and procedures. The Safety Officer will keep an updated record of these covenants.
* Each year following the initial orientation, the volunteers will receive and acknowledge receipt of orientation updates in written or electronic form.
* As needed, the Safety Officer may call a meeting of all volunteers to discuss any updates.

***4. Room Visibility (Effective September 1, 2013)***

* Each room that is used for activities and teaching of children/youth will have an uncovered/unadorned window in the door, or a half door, that gives visibility to all areas of that room.
* If, for some reason, there is a need to meet in a room in which all areas of the room are not visible from the hallway, the door must be left open. This also applies to all staff persons counseling a child/youth*.*

***5. Discipline***

* The goal of our Children and Youth Program is to foster a sense of inclusion, learning, and connection with God and others. Often, discipline can be handled by redirecting a child or youth to a more constructive use of time and energy.
* Our leaders and youth will work together, to the fullest extent, to ensure that all children and youth are welcomed and included in age appropriate activities.
* All children and youth will be treated with respect and understanding.
* Physical punishment will never be used.

***6. First Aid and CPR***

* All paid staff with children and youth must hold current certification in CPR and in First Aid. Volunteers are strongly urged to also have CPR/First Aid training.
* Location of the First Aid kits: 1) in the filing cabinet of the workroom office, 2) inside the door to the right of the elevator on the first floor, 3) the nursery, 4) the kitchen area and 5) the playschool closet on the second floor. Signs with a red cross will be posted in the hallways, advising people of the locations.

***7. Transportation***

* All drivers must be 21 years of age or older, with at least twelve months experience as a licensed driver.
* All drivers must be approved by the Transportation Committee or their designee and placed on the list for insurance coverage. The church’s vehicle insurance policy will cover designated drivers of the church bus or van; it will not cover adults using their personal vehicles.
* Bus drivers must have their Class C Commercial Drivers License (CDL) with a Passenger (P) endorsement.
* Drivers must follow the bus/van policy located in the church office, including completing a report for each trip.

***8. Liability Insurance***

* The church maintains liability insurance which covers the participants in church activities on and off the premises.

***9. Overnight Trips***

* All adults and minors sharing a hotel room will be of the same sex.
* An adult may not share a bed with an unrelated minor.
* These rules do not apply if all adults and minors sharing a room are related.

***10. Communication and Advance Notice to Parents***

* Leaders will notify parents about the programs their children or youth are involved in, and be given advance notice and information regarding any activity, including extreme sport activities, which deviates from the traditional classroom instruction offered at the church during Sunday school, youth fellowship, VBS, or other regular activities at the church.
* Parental permission must be give permission for their child’s participation in these events.
* Permission forms with medical information must accompany children/youth for any activity involving travel or extreme sports activity (white water rafting, skiing, etc.)
* Copies of completed comprehensive permission form/medical forms will be kept on file at the church with the Safety Officer for in-state activities and updated when necessary.

***11. Designated Spokesperson and Response Procedures***

* In the case of an incident or allegation arising, the designated spokesperson for the church will be the Senior Pastor, or his/her designated person, who will have available a prepared statement to release to the press and media. All other persons at the church should refrain from speaking to the press and/or media in the event of an incident or allegation of abuse. The church has a “Crisis Management Plan for Sexual Misconduct” which is on file in the office.

***12. Touching Rules***

* Hugs and other forms of appropriate affection are important for a child’s development and are generally suitable in our church setting.
* Physical affection must be appropriate to the age of the youth or child. (For example, it is generally appropriate for a two-year-old to sit in a worker’s lap and give a kiss on the cheek, but this is not appropriate for a teenager and youth leader to behave this way.)
* A child’s preference not to be touched should be respected. Do not force affection upon a reluctant child.
* Church staff and volunteers are responsible to protect children under their supervision from inappropriate touching by others and must promptly discuss inappropriate touching or other questionable behavior by others with their supervisor or ministry staff.

*13. Pictures, Videos of Children/Youth*

* No pictures or videos of children or youth involved in church-related activities may be shared by a person representing the church on the church’s web site or Facebook page, or a personal web site or Facebook page, and may not be released to the press or media without written permission from the parent or guardian. (There is a place on the General Permission form for parents to sign.)

***14. Responsibilities of Safety Officer***

 The Safety Officer will assure that the following occurs:

* Building is checked periodically to be sure it is safe for children and youth, and recommendations for changes/improvements are made to the appropriate person/committee.
* Applications and permission for background check are completed by interested volunteers.
* Safety Officer forwards permission forms for background checks to the minister to complete the background check.
* Safety Officer maintains database of **dates** of applications, background checks and signed covenants.
* Safety Officer maintains a file with the applications and signed covenants.
* Safety Officer gives volunteers a new permission form to sign when a new background check is required.
* Volunteers sign covenant, and Safety Leader maintains a file of the signed covenants.
* Volunteers and employees attend attend initial training, and acknowledge receipt of yearly orientation updates received in writing or electronically. Attend follow-up trainings as called by the Safety Officer.
* Volunteers or employees complete an accident/injury report (see attached) when appropriate.
* This policy is followed.

VOLUNTEER PARTICIPATION COVENANT STATEMENT

The congregation of First Baptist Church of Elkin is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. *No adult who has been convicted of child abuse (sexual, physical or emotional) shall volunteer to work with children or youth in any church-sponsored activity.*
2. *Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of the ministers at FBC Elkin before accepting an assignment.*
3. *All adult volunteers involved with children or youth of our church must have been members of the church or “friends of the church” for at least six months before beginning a volunteer assignment.*
4. *Adult volunteers with children and youth shall observe the “Two Adult Rule” so that no adult is alone with children or youth.*
5. *Adult volunteers with children and youth shall attend annual training and educational events provided by the church.*
6. *Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.*

I have read and understand the policies and procedures as explained on pages one through four of this document and agree to observe and abide by these policies.

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

 Signature of Applicant Date

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

 Print full name

 **VOLUNTEER APPLICATION**

**FIRST BAPTIST CHURCH OF ELKIN, NC**

We are thankful and appreciative of the time you are willing to give to the children and youth of First Baptist Church Elkin. There are many opportunities to volunteer your time and talents as you share your love of Christ with them. May we all work together to be the presence of Christ!

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date first became member or “friend” of FBC Elkin \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone number where you can best be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current job responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age group with which you would like to work: 0-4 years 5-9 years 10-14 years 15-18 years

What days/times would fit your schedule best to allow you to volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If there are any comments you would like to add, please do in the space provided:

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

A nationwide background check will be completed by First Baptist Church of Elkin prior to anyone being allowed to work with children and/or youth.

**Thanks again! Please turn this completed form in to the church office.**

**Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL PERMISSION AND MEDICAL INFORMATION FORM**

FIRST BAPTIST CHURCH ELKIN

In our Basic Operating Procedures and Policy, the church requires “parents to be given advance notice and information regarding any activity which deviates from the traditional classroom instruction offered at the church during Sunday School, Youth fellowship, VBS, or other regular activities at the church”. Parents should give permission for their child’s participation in these events. This general permission form and medical information covers “typical” church programs and activities, including those offsite. Youth will not be taken offsite without parental notification. Separate permission forms with medical information will be required for any activity involving extreme sports activity (white water rafting, skiing, etc.) or other special circumstances.

Please fill in form **completely**!

**Contact information:** Child/Youth name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Child/Youth email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child/Youth cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Texting allowed? \_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone numbers: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact Information in the event parent/guardian cannot be reached:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical information:** (please print)

Known allergies to medicines, food, etc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other known medical conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current medications on a regular basis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child/youth is allowed to take: \_\_\_\_Tylenol \_\_\_\_Ibuprofen Other meds (List): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meds will be given ONLY after verbal consent is given at the time of need.

Family Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical insurance with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name on policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the event my child suffers any illness or accident requiring emergency hospitalization, medication, or surgery while at a First Baptist Church Elkin event, I give permission for necessary medical treatment by a qualified adult. I will not hold FBC of Elkin, its staff, or volunteers liable in case of accident, loss, or death.

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

 Parent/Guardian Signature Date

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**\_\_\_\_\_ I give permission for photographs of my child/children/youth to be used on the First Baptist Church of Elkin web site and Facebook page, or in the press or media.**

**\_\_\_\_\_ I do NOT give permission to use my child’s picture in the media. *PLEASE CHECK ONE OPTION AND SIGN.***

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

 Parent/Guardian Signature Date

YOUTH BEHAVIORAL STATEMENT AND COVENANT

First Baptist Church of Elkin, NC

![MC900324816[1]]()

![MC900230931[1]]()![MC900089056[1]]()I’m here to participate in Bible study, learn more about Christ, share my beliefs with others, to assist others who need help, and to enjoy myself while participating. I realize I am representing First Baptist Church of Elkin and will refrain from actions that might bring dishonor to its name. I will show respect for everyone around me, including those in leadership positions. I understand that instructions given by the leaders are for the safety and benefit of all present. Our group is bully-free and I will take an active stand against bullying if I know it occurs. I will refrain from using tobacco, alcohol, or drugs; I will not bring any weapons. I will attend all sections of each event with my group and observe the meeting times/curfew set by my leaders. I will respect the facilities being used and will leave them in the same condition they were in upon arrival, or better if possible. I will wear modest clothing, appropriate for a Christian event. I understand that failure to comply with instructions can cause serious problems and may result in immediate contact of my parents to make arrangements for me to return home at my parents’ expense.

I have read the above paragraph and I agree to be responsible for my behavior in accordance with the guidelines stated above. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Signature Date

![MC900058395[1]]()

![MP910216391[1]]()![MP900422740[1]]() ![MP900411809[1]]()

PARENT PARTICIPATION

I have discussed the guidelines mentioned above with my child and support the guidelines. I am proud of my child’s participation with this group of believers and encourage all of them to “Be the Presence of Christ” every chance they see.

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

 Signature Date

First Baptist Church of Elkin, NC

INCIDENT/INJURY REPORT

Name of injured (if someone was injured): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time of incident/injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did the incident/injury occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Person(s) present when the incident/injury occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Action taken to address this incident***:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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First aid/treatment administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Person(s) giving first aid/treatment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Person who reported the injury to the parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time reported to parent or guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person who reported the injury to the church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time reported to the church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing the accident/injury report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/time accident/injury report was completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECOMMENDATIONS FROM**

**SAFETY AND SECURITY OF CHILDREN/YOUTH COMMITTEE**

**General recommendation:**

* Windows in each door of the church where children are allowed to gather

**Fire-related recommendations:**

* Smoke detectors in the hallways
* Fire extinguishers easily accessible, training available for persons wanting it
* Audible alarm and fire evacuation drill for playschool
* Removal of hazards—any blocked/locked exits, unsafe storage of combustibles
* Fire escape plans with 2 exits drawn and posted

**Medical-related recommendations:**

* Paid staff and volunteers have knowledge of general first aid techniques
* CPR and choking training sessions
* Automated External Defibrillator (AED) and training sessions for using the AED
* Removal of hazards—tripping hazards, unsafe equipment