

MANUAL FOR WORKERS WITH CHILDREN AND YOUTH



First Christian Church (Disciples of Christ)
215 West Elm Street
Canton, Illinois 61520
(309) 647-1363
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General Guidelines for Workers with Children and Youth

As one who interacts with the children and youth of First Christian Church, you have **an extremely important** ministry in the life of this congregation.

You are not alone in this venture; your number one partner is God. As God's partner, you will feel the need to call upon God regularly in your prayer and in your preparation and study. You are also a partner with the ministerial staff. You should feel free to call on them for guidance and resources as needed. You are also a partner with the parents. Within these partnerships, we will provide a safe and loving environment for all young people who participate in the life of our congregation.

For the purposes of this Manual, the term "youth worker" refers to anyone in a leadership role having direct supervision of children and youth from infancy through high school age.

Your position as youth worker encompasses many significant roles.

- ◆ You have the opportunity to be a FRIEND. Building relationships is important at every age level.
- ◆ You are also a GUIDE and COUNSELOR as you share your faith journey with the children and youth.
- ◆ As an INSTRUCTOR, you give information and help your students learn how to use resources and expand their knowledge on their own.
- ◆ As a DISCIPLINARIAN your task is to set limits so that your students feel a sense of security and order. Remember, discipline is largely a matter of acquiring self-control. You can help children and youth in that process if you develop an atmosphere of love and acceptance, provide meaningful activities, recognize accomplishments and good behavior, and set realistic goals and standards that can be enforced.
- ◆ As a ROLE MODEL you will want to continue your spiritual growth by studying scripture and participating in the total life of the church.

This congregation appreciates your ministry with children and youth. We are also aware that our expectations of you require significant commitment of time and energy. You need to be prepared so that your interaction and relationship with the children and youth in your care will be rewarding for all.

The congregation expects that you will care about the children and youth with whom you interact. You let the children know that you care by sharing in their joys and struggles and building a positive and nurturing relationship with them. You are present and on time for scheduled classes and activities. If you are unable to be present for a scheduled event, it is your responsibility to make arrangements for someone to take your place.

Youth workers are required to participate in training events as needed. We consider it important that you also participate in study groups for the enrichment of your own faith, as that it will benefit you in your leadership roles with children and youth.

First Christian Church is genuinely concerned that we provide the safest possible place for our children and youth as they learn about God's love for them. We have procedures for screening and supervising youth workers. Our building has several design features that will enhance safety. As a youth worker, please be alert to possible safety hazards. Encourage children to walk in halls and on stairs. Be certain that children in your charge are always supervised.

Your ministry with children and youth is of the utmost importance and value for our congregation. Your contribution to the lives of our young people may never be fully known to you, but the relationships you build can be very real and lasting for whom you interact. Your observance of the guidelines and policies will help our congregation provide the most nurturing environment for everyone concerned.

Thank you and may God bless you in your ministry.

First Christian Church (Disciples of Christ) Canton, Illinois

POLICY for the Protection of Children and Youth

Effective date: 11/18/19

It is the desire and goal of the First Christian Church (Disciples of Christ) of Canton, Illinois to provide a safe and secure environment for those children and youth who participate in programs sponsored by and held at our facilities. To facilitate this goal, we believe it is important to provide screening, training and ongoing supervision of staff and volunteers who work in various children and youth ministries. The Designated Administrative Representative will be in charge of implementing this Policy and its Procedures.

Screening

To ensure the spiritual, physical and emotional well-being of the children and youth, all persons who serve in leadership roles within our congregation's programs of ministry with children and youth will be required to complete a screening protocol. Elements of the screening process will vary for persons serving in different roles. See Procedures.

Training

To raise the awareness of staff, volunteers, and the congregation regarding the importance of Christian responsibility for child safety, various training opportunities will be made available. Each person serving in a leadership role will be provided with a "Manual for Workers with Children and Youth" which will include: Policy and Procedure documents and other resources. Manual to be reviewed by the Christian Education Committee at least every 5 years and updated as needed – Last reviewed 10/2019 sign off as having read & agreed Training events will be provided annually. Training must be completed before start of service. Participation is required of all paid staff and volunteers in at least one training event every three years following their initial training. See Procedures.

Supervision

No fewer than two supervising persons will be present during any activity including but not limited to: nursery service, children's and youth choirs, bus rides, after school programs, Chi-Rho, and CYF. To the extent possible, programs and services will be provided in areas that allow ongoing or random visual monitoring through windows or unannounced visits by supervisory persons. One-on-one interaction between staff/volunteer and child/youth will be limited to the extent physically possible and be cleared in advance by the Senior Pastor(s).

Reporting Incidents

All persons serving in children or youth ministry will be made aware of reporting procedures in the "Manual for Workers with Children and Youth." All incidents of suspected abuse will be reported to Illinois DCFS. The Senior Pastor(s) will provide support to the person making the report. The Senior Pastor(s) will report the incident to the Chair of the General Board and the Chair of the Elders. The three parties will be available to provide appropriate support for the child and family involved as needed. In the event the allegations involve the Senior Pastor(s), the chair of the General Board and the Chair of the Elders will assume the roles normally given to the Senior Pastor(s) in responding to such incidents and Regional Guidelines will be followed.

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Any staff member or volunteer reported to law enforcement or DCFS as a person who has abused or neglected a child will be suspended (with pay where applicable) from his or her position, pending the outcome of the investigation. Members of the First Christian Church (Disciples of Christ) of Canton, Illinois will rely on the investigating State agencies to determine if the investigation was indicated or unfounded. Appropriate closure of the suspension will be made upon completion of the investigation, based upon its findings. Pastoral care will be offered for any person accused.

Adoption and Amendment

This policy statement was adopted by majority vote of the General Board of the First Christian Church (Disciples of Christ) of Canton, Illinois on 11/18/19, Supersedes any prior policy for the protection of children and youth and shall remain in force until amended or replaced by a majority vote of the same.

First Christian Church (Disciples of Christ) Canton, Illinois PROCEDURES: Policy for the Protection of Children and Youth Effective date: 11/18/19

To provide support for our Policy for the Protection of Children and Youth, the following procedures are adopted.

Definitions

Designated Administrative Representative: Under normal conditions the responsibility for the implementation of this policy and its procedures falls upon the Senior Pastor(s). He or she may delegate portions of the implementation to a staff person whose job description includes responsibility for the programs involved. At times when the congregation is without a Pastor the responsibility reverts to the Chair of the General Board who may delegate it via written direction during such an interim period.

Confidential file: This includes the Primary Screening form, Release of Information form, copy of photo ID/Drivers license where applicable, DCFS Mandated Reporter Certificate, and documents related to any required training manuals and certification.

Primary Screening Form for Youth Ministries: A standardized form to be utilized to screen for appropriate qualities and characteristics for working with children or youth. All applicants that indicate a history of untreated alcohol or substance abuse, or a criminal conviction for incest, molesting a child, rape, pornography, murder, kidnapping, physical abuse of a minor or battery will automatically be disqualified. Other criminal convictions shall be considered in determining applicants qualifications but do not automatically disqualify a person from future consideration.

Staff: Any person in a paid position with the First Christian Church (Disciples of Christ) of Canton, Illinois, including both pastoral and support staff. Persons temporarily employed may have modifications to screening requirements as deemed appropriate by the Designated Administrative Representative.

Volunteer: Persons called to serve in ministry with children or youth of the First Christian Church (Disciples of Christ) of Canton, Illinois. These persons must have been either a Participating Member [as defined by the Constitution of the First Christian Church (Disciples of Christ) of Canton, Illinois] or an active participant in the life thereof for at least six months before assuming leadership roles. This tenure requirement may be waived on an individual case by certification from the Senior Pastor(s) and the Chair of the General Board, acting in agreement.

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Screening

To ensure the spiritual, physical and emotional well-being of the children and youth, guidelines for the screening of applicants in various levels of supervision will be implemented.

- Persons employed in paid or volunteer positions will:
 - a. Provide photo identification, i.e. driver's license, with a copy maintained in their confidential file.
 - b. Sign a Release of Information, to be maintained in their confidential file. This form may be used to conduct a background check, driving record check, and/or criminal history check under any circumstance in which such check is deemed appropriate. -Background checks, at the expense of FCC, will be automatically submitted for Elders, FCC Chairman and Vice-Chairman, Preschool-Children's Church Volunteers, Youth Leaders, and VBS Station and Crew Leaders.
 - c. Complete Primary Screening Form for Workers with Children and Youth.
 - d. Receive and sign for a current copy of our "Manual for Workers With Children and Youth."
 - e. Complete online DCFS Mandated Reporter Training at <https://mr.dcfstraining.org>. The training is free and takes 60 minutes to complete. There are only 13 multiple choice questions. This only has to be done 1 time.

- Additional requirements by specific positions
 - a. Paid Staff Members with contact responsibility in programs with children and youth – Trained in First Aid and Child/Infant CPR on file in Church.
 - b. Drivers – copy of current Driver's License on file in Church office. Expiration dates to be reviewed by staff overseeing Christian Education programs.

Training

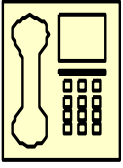
To raise the awareness of staff, volunteers and the congregation regarding the importance of Christian responsibility for child safety, various training opportunities will be made available.

- "Manual for Workers with Children and Youth" to include:
 - a. Protection of Children and Youth Policy and Procedures
 - b. Information regarding signs of abuse
 - c. Procedures for reporting abuse, found in POLICY-Reporting Incidents section.
 - d. General guidelines of those persons working with children or youth

- Child Safety Awareness Program will be provided at least annually through any of a variety of means which may include, but are not limited to:
 - a. Seminar or training opportunity on Child Abuse including signs and symptoms of abuse
 - b. Child Safety Fair – offering fingerprint/DNA registration programs or opportunities to hear from representatives from various community agencies offering programs related to various levels of child safety
 - c. Sermon on Christian responsibility for Child Safety including highlights of our Protection of Children and Youth policy

- Specialized training offered as needed:
 - a. Child/Infant CPR
 - b. First Aid
 - c. Child Abuse
 - d. Child Abduction

EMERGENCY AND SAFETY INFORMATION



Important telephone numbers:

Emergency 911

Canton **Fire** Department (309) 647-0040

Canton **Police** Department (309) 647- 5131

Canton **Ambulance** Service (309) 647- 5147

Fulton County **Sherriff** (309) 547-2277

Illinois **Poison Center** 1-800-222-1222

Department of Children and Family Services Hotline 1-800-252-2873

First Christian Church Office (309) 647-1363

Pastor Steve Mason (402) 202-0990

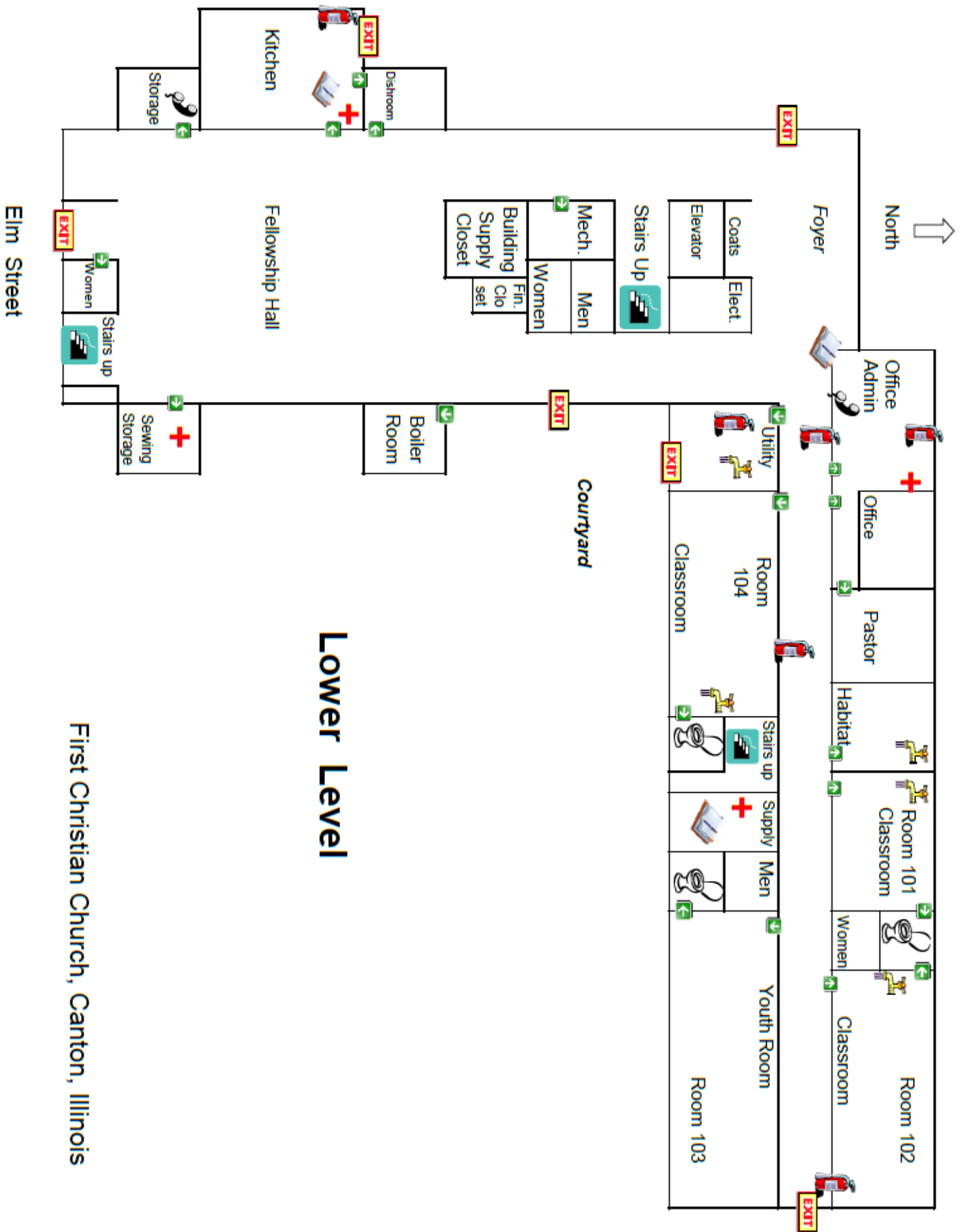
FLOOR PLAN CHARTS ARE LOCATED IN EVERY ROOM.

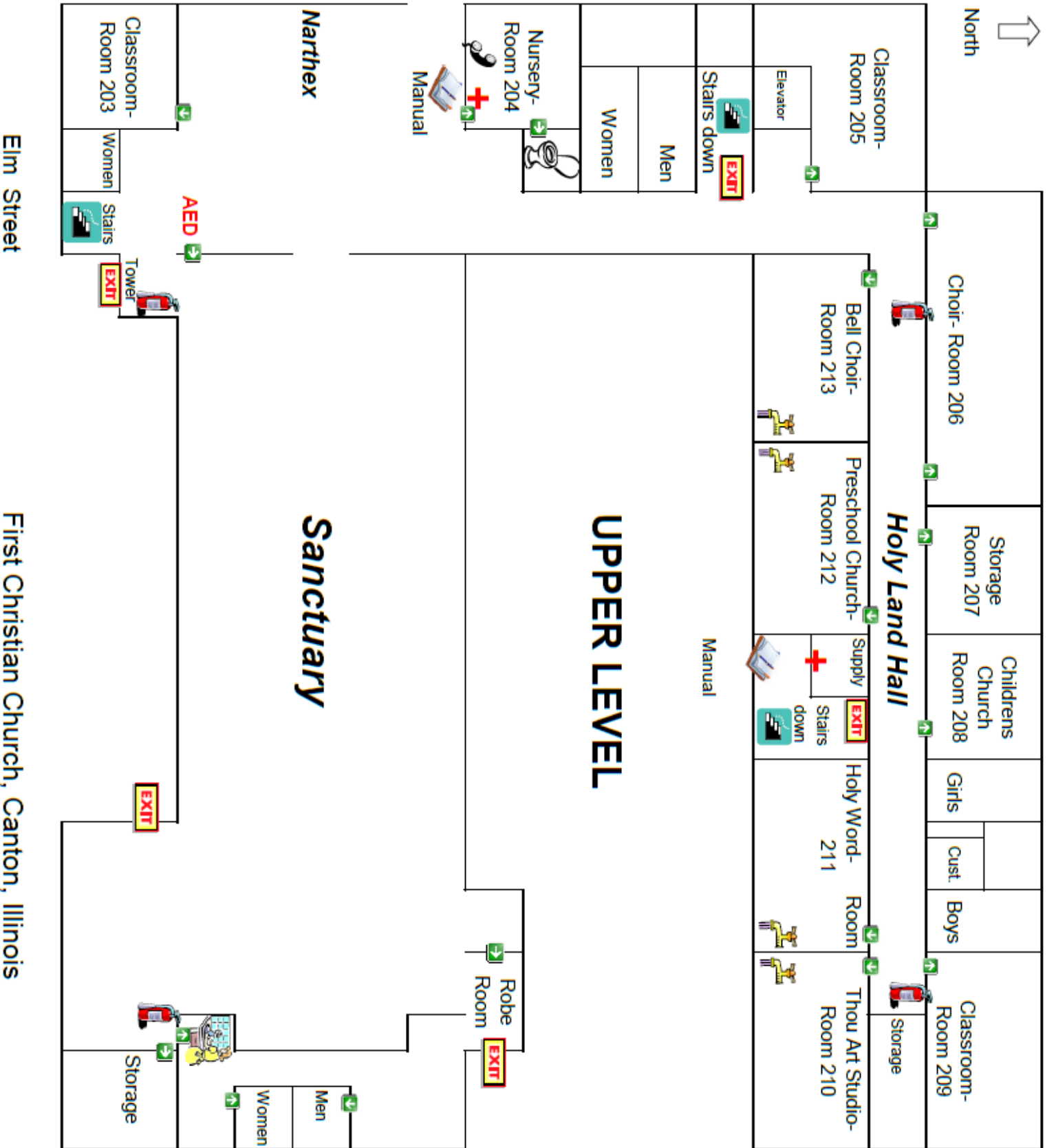
Emergency  Instructions

Fire Extinguishers



First Aid Kits are located wherever this  symbol appears.





SUMMARY OF STEPS FOR CHILD CPR

| | |
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| 1 | Make sure the scene is safe. |
| 2 | Make sure the victim is lying on his/her back on a firm flat surface. If the victim is lying facedown, carefully roll the victim onto his/her back. |
| 3 | Kneel at the victim's side. Tap and shout to see if the victim responds. |
| 4 | <p>If the victim does not respond, yell for help.</p> <ul style="list-style-type: none"> • If someone comes, send that person to make the emergency call to 911 and to get the AED (if available). • If no one comes, stay with the child and start the steps of CPR. |
| 5 | Open the airway by tilting the head and lifting the chin. |
| 6 | <p>Check to see if the victim is breathing (take at least 5 seconds but no more than 10 seconds).</p> <ul style="list-style-type: none"> • Put your ear next to the victim's mouth and nose. • LOOK to see if the chest rises. • LISTEN for breaths. • FEEL for breaths on your cheek. |
| 7 | If the child is not breathing, give 2 breaths (1 second each). Watch for chest to rise as you give each breath. |
| 8 | Quickly move or remove clothes that will get in the way of doing compressions on the chest and using an AED. |
| 9 | Give 30 compressions at the rate of 100 a minute and then give 2 breaths. After each compression, release pressure on the chest to let it come back to its normal position. |
| 10 | After 5 sets of 30 compressions and 2 breaths, phone 911 and get an AED, if available, if someone has not already done so. |
| 11 | After you answer all of the dispatcher's questions, return to the child and start the steps of CPR. |
| 12 | Keep giving sets of 30 compressions and 2 breaths until an AED arrives, the victim starts to move, or trained help takes over. |

Standard Precautions

Are every day practices that prevent potential exposure to hazardous germs – urine, feces, blood, saliva, nasal discharge, eye discharge, and injury or tissue discharges. Cleaned up immediately, as follows:



- ◆ Remove objects of blood or blood-containing body fluids and injury or tissue discharges. Then clean and disinfect the area.
- ◆ Wear gloves in these situations. Avoid exposing open skin sores or mucous membranes to blood or blood-containing body fluids or to injury and tissue discharges.
- ◆ Clean floor/objects, and/or mop/rinse them with sanitizing solution. Wring the mops as dry as possible and hang to dry.
- ◆ Place blood-contaminated material and diapers in a plastic bag secured with a knot.
- ◆ Wash your hands properly even if you wore gloves. Wash your hands after drying tears or wiping discharge from the nose or mouth.

HOW TO RECOGNIZE POSSIBLE CHILD ABUSE

- ◆ A child may describe events which are abusive.
- ◆ A child may have injuries which are not consistent with the explanations he or she offers.
- ◆ A child may have unusual frequent and/or serious injuries or have difficulty in remaining seated due to physical discomfort.
- ◆ A child may have knowledge of sexual matters that are not typical for someone of the child's age.
- ◆ A child may exhibit serious and otherwise unexplained fears of an older person or another child.
- ◆ A child may be atypically depressed, withdrawn, or aggressive.
- ◆ A child may experience sudden decline in participation in activities, performance, or social relationships.
- ◆ A child's basic needs for food, clothing and shelter may be unmet.
- ◆ A "good" child may begin acting out or lying.
- ◆ A child may not want to go home.
- ◆ A parent may tell you of family practices that are abusive.

Be aware of the things you should not do:

- ◆ Do not ignore the child's statement about being abused.
- ◆ Do not call the child's parents to ask if the allegation is true.
- ◆ Do not attempt to examine the child under normally clothed areas.
- ◆ Do not try to investigate the complaint yourself.
- ◆ Do not wait to see if the situation improves.
- ◆ Do not promise you won't tell anyone about what the child has told you.
- ◆ Do not tell anyone except designated persons what you suspect.

WAYS YOU CAN HELP

IN SITUATIONS OF SUSPECTED CHILD ABUSE

Always believe the child.

- ◆ Even if the incident is made up, the child needs help.

Control your emotions.

- ◆ Stay calm, try not to panic or lose control.
- ◆ Fear and anger are normal emotions but may frighten the child.
- ◆ Let the child know your feelings are not directed at him or her.
- ◆ Never blame the child.
- ◆ Do not say “I can’t believe...” as this statement may communicate to the child that he or she is unbelievable, when it is actually the situation that is difficult to comprehend.

Give emotional support.

- ◆ Tell the child that he or she is not to blame and that he or she is right to tell someone.
- ◆ Reassure the child that he or she is safe and that no harm will come to the child because he or she told you.
- ◆ Let the child talk.

Get the information necessary to make a report.

- ◆ Ask questions gently and in non-leading ways.
- ◆ Write down the name, address, and birth-date of the child.
- ◆ Write down the name and address, if possible, of the perpetrator.
- ◆ Try to determine and write down when the incident occurred.

Contact the Senior Pastor immediately.

- ◆ The Senior Pastor will provide support to the person making a report while facilitating the report to the Illinois Department of Children and Family Services.
- ◆ Phone the Hotline as soon as you suspect child abuse or neglect.
- ◆ Follow the instructions the Hotline employee gives you.
- ◆ Do not tell the Hotline worker that your call is an emergency unless the child is in imminent danger of abuse or neglect.