

GCV Child and Youth Protection Policy

Gate City Vineyard Church
204 S. Westgate Drive
Greensboro, NC 27407



1) Definitions

A. "Child" and "Youth" and "Adult"

For purposes of this protection policy, a child is anyone age of 11 or under. A "youth" is anyone not a "child" and under the age of 18. An adult is anyone 18 years of age or older and has finished high school.

B. "Paid Staff Person," "Adult Volunteer," and "Screened Adult"

A **Paid Staff Person** is someone paid by the church, overseen by the Pastoral Team and screened. An **Adult Volunteer** is someone who has not been screened. They can work in a room with Screened Adult or paid staff person (assuming the two-screened adult rule below is being followed). A **Screened Adult** is a volunteer who has gone through the screening process.

C. Youth Helpers

Youth below the age of 18 years assisting with child or youth activities. They can assist with activities but should not be considered an adult volunteer and should be supervised themselves.

D. Child or Youth Abuse

For the purposes of this policy, child or youth abuse includes any of the following:

a) Physical Abuse:

Violent non-accidental contact which results in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns

b) Sexual Abuse:

Any form of sexual activity with a child or youth, whether at the Church, at home, or any other setting. The abuser may be an adult, an adolescent, or another minor.

c) Emotional Abuse:

A pattern of intentional conduct which crushes a child or youth's spirit, attacks his/her self-worth through rejection, threats, terrorizing, isolating or belittling.

d) Neglect:

Depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

2) Screening and Selection of Paid Staff and Adult Volunteers

All persons who desire to work with children participating in our programs and activities will be screened. This screening includes the following:

A. Six Month Rule

No person should be considered for any volunteer position involving contact with children/youth until she/he has been involved with Gate City Vineyard Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

Exceptions to this rule will be allowed for special events including VBS and Outreach activities. Screening and selection procedures will still apply (see #7 Specific Instructions For VBS).

The Youth Pastor may engage Volunteers to help with Youth Events at his/her discretion outside of the Six Month Rule, as long as all other screening and selection procedures are followed.

B. Written Application

All persons seeking to work with children/youth must complete and sign a written application in a form to be supplied to us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, and references. The application form will be maintained in confidence at Gate City Vineyard Church, in a locked filing cabinet, maintained by the Children's Pastor (Appendix A, Application Form).

C. Personal Interview

Upon completion of the application, a face-to-face interview will be scheduled with the applicant to discuss his/her suitability for the position.

D. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be from non-family members, ideally (but not exclusively) from organizations where the applicant has worked with children in the past. Additional persons may be contacted, as the situation dictates. A written record of such contacts will be retained with the application form.

E. Criminal Background Checks

Each person applying to work with children/youth shall authorize the church to conduct a criminal background check. If an individual declines to be background checked, she/he will

be unable to work with children. Background checks include national criminal database searches and national sex offender registry searches.

We are required to conduct background checks for all paid staff persons and screened adults every 2 years.

GCV uses 'Verified First' for background checks. The applicant will receive an email from "Verified First" asking for his/her social security number and the applicant should respond to the email as indicated. The background check will be performed automatically and the church will receive a copy of the results, which will be kept securely with the application form.

A disqualifying offense that will keep an individual from working with children will be determined by the Children's Pastor in collaboration with the Gate City Vineyard Elder Board on a case by case basis in-light-of all surrounding circumstances. Generally, convictions for an offense involving children and/or offenses involving violence, dishonesty, illegal-substances and indecency will preclude someone from being permitted to work with children.

F. Covenant and Code of Conduct

Before beginning work with children/youth, each paid staff member and volunteer will sign a statement that they have read, understood and agree to abide by this Child and Youth Protection Policy and the Code of Conduct for all those working with children. (Appendix B, Participant Covenant, and Appendix C, Code of Conduct).

G. Youth Helpers

There may be times when it is necessary or desirable for youth helpers (paid or volunteer) who are themselves under the age of 18 to assist in caring for children during programs or activities. The following guidelines apply to youth helpers:

- Must be at least 14 years old.
- Must be screened as above (except background checking and references).
- Must be under the supervision of an adult and must never be left alone with children.

H. Training

Gate City Vineyard Church will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis.

This training includes:

- A. The definition and recognition of child abuse.
- B. The Church's policy and procedures on child abuse and the reasons for having them.
- C. The appropriate behavior for teacher and leaders of child/youth events.
- D. Abuse reporting responsibilities and procedures.
- E. Definition of appropriate interpersonal boundaries.

In addition, all volunteers and staff (paid and unpaid) who work with children and/or youth must take the online Ministry Grid Child Safety Training before they can start working with children/youth.

The Children's Pastor and Youth Pastor for Gate City Vineyard Church will have up-to-date First Aid, CPR and Allergy Awareness training.

3) Supervision of Children and Youth

A. General Rules and Open Door Policy

When children are not being supervised in a program or activity of the church but are in the church building, they must be under the care of a parent or guardian and not left to move throughout the building unsupervised. This includes before and after church services and during the service before the older children are dismissed to their classes.

During our programs and activities, a minimum of two screened adult workers will be in attendance at all times when children/youth are being supervised . Where two adults are family members, it is preferable that a third adult is present. Paid staff and screened adult volunteers should not, during a Gate City Vineyard activity, be alone with a single child where they cannot be observed by others. The presence of two adults is to protect children and youth against situations where abuse might occur, and to protect adults against false allegations of abuse or neglect.

Classrooms, childcare rooms, and any area in which programs for children or youth are taking place may be visited without prior notice by church staff, parents, or other volunteer church workers. No windows may ever be totally blocked to prevent visual observation into the classroom.

In the event that two screened adults cannot be present in the room for rare, brief periods (such as when one adult is taking a child to the bathroom, or needs to go get a parent from the sanctuary), such that one adult is left alone in a room with one or more children or youth, a door or half- door from the room must be left open. The adult should not position himself or herself in the room such that other adults passing in the hallway cannot see him or her. When a parent needs to be reached, one of the adults in the room should first attempt to text the parent rather than leaving the room.

It is desired that cameras would eventually be installed in all children's classrooms in order to have a "third eye" on the classroom and to enable backup protection during those brief, rare moments when the second adult must step out of the room.

B. Supervision of Classroom Activities by Age and Ratios

Ideal ratios are:

1 screened adult to 4 children- Newborn to Kindergarten

Ideally 2 screened adults will be present for all classroom activities involving infants and preschoolers. In addition, a designated person should periodically check each classroom.

1 screened adult to 6 children- Grades 1-6

Ideally 2 screened adults will be present for all classroom activities. In addition, when possible, a designated person should periodically check each classroom. Children should be escorted to and from bathroom facilities or when otherwise leaving the room by either one of the supervising adults or by a designated floating person who checks on all classrooms.

1 screened adult to 8 youth- Grades 6-12

At least two screened adults will be present for all classroom activities and youth functions. A designated person should periodically check all classrooms.

1 screened adult to 4 youth for overnight trips

1:6 is permissible, but 1:4 is ideal. Gender balance is required. At least two screened adults present.

C. Cell Phone Use While Volunteering

Please refrain from utilizing your cell while serving in the nursery, Kinder church or VKIDS. If there is an emergency (i.e. additional adults are needed ASAP or 911 needs to be called) then please use your device. Other than an emergency, please refrain from utilizing your phone. Full attention should be placed on serving children.

D. Sign in and Sign out Procedure

Adults responsible for children should sign-in their child and indicate the names of the authorized person(s) to whom the child may be signed-out. Children will receive a name tag sticker and the authorized person will also have a sticker with a corresponding code. This sign-in activity should be done for all Children's Activities, including VBS. Picking up of children requires producing the sticker with the code of the appropriate child. Picking up of children by non-authorized adults is forbidden.

E. Weapons and Dangerous/Hazardous items

No weapons (guns, knives, razors, sharp objects etc.) or hazardous/dangerous items (i.e. chemicals, medicines, alcohol, toxins, etc.) are allowed in the nursery, Kinder church or VKIDS rooms while serving or otherwise. Please ensure you check your person before going into these rooms to ensure you are clear of any item/material that could be a hazard to children.

F. Restroom & Diapering Guidelines

For children five years and younger, screened adults should escort a group of children to the hallway bathroom. They should generally go in a groups of at least two, avoiding taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside (or only one child inside at a time if it is a single-use bathroom). The worker should then remain outside the bathroom door and

escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the child inside. The worker should then remain outside the bathroom door and escort the child back to the classroom.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Diaper Changes: Diapers will only be changed by parents and not by children's ministry workers. If a teacher or other screened adult in the classroom perceives that a child needs a diaper change, they should call or otherwise contact the parent to come and change their child's diaper.

G. Bathrooms

During children's ministry programs and activities, the bathroom in the children's wing will be designated for children only. Adults should use the other bathrooms in the building during that time.

H. Children with Disabilities

It is the desire of GCV that every child who comes to our church would feel welcomed, loved, and cared for, and be able to participate in all our children's ministries and events. However, the volunteers and staff at GCV are not trained specifically in caring for all kinds of special needs children. Therefore, we will rely on the parents of any children with special needs to communicate very clearly what their child might need to thrive in our children's and youth programs. We will make every effort to adapt as much as we can to the needs of such children, and the Children's and Youth pastors will work closely with the parents to help their child become part of the classroom if possible. Parents are also welcome to sit in the classes with their child if that will help them feel more comfortable.

I. Sick Child Policy

Children with the following symptoms should not be dropped off:

- Fever, diarrhea or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by workers to be sick, will be separated from other children and the parent or guardian will be contacted to request that this child be picked up for the day.

J. Medications Policy

It is the policy of Gate City Vineyard Church not to administer either prescription or non-prescription medications to the children. Medications should be administered by a parent at home.

Exceptions to the medication policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Pastor or Youth Pastor to develop a plan of action (Appendix D, epi-pen policy).

Parents must inform workers of any known allergies when signing-in their child to activities.

K. Discipline Policy

It is the policy of GCV not to administer corporal punishment under any circumstances.

There is no hitting, spanking, shaking, grabbing or other physical discipline of children. There is no yelling, shaming or belittling children. Workers should consult with the Children's Pastor or Youth Pastor if assistance is required with disciplinary issues.

L. Supervision of Non-Classroom Activities

At least two screened adults will be present for all non-classroom activities involving children and/or youth. Any meetings held in an individual's home will be supervised by two screened adults who are not members of the same family and will be approved by the Youth Pastor.

M. Counseling of Youth and Children

In instances of youth or child counseling where circumstances dictate that counseling would be most effective on a one-to-one basis, an appropriate church paid staff person may meet individually with a youth with parental consent and with the knowledge of at least one other paid staff member. At any counseling session with children or youth, the door of the room used should remain open for the entire session, unless there is glass in the door or wall which give a clear view into the room. If another adult is not in the building when the counseling occurs, the session should be moved to a public place, such as a restaurant or outside where other people are present.

N. Time following group events

Following child/youth group events, on the occasion that a child/youth's transport arrives after all other participants have departed, the child/youth may unavoidably be supervised by one screened adult. Under these circumstances, the general rule requiring two screened adults is suspended and the screened adult is responsible for exercising his/her best judgement for the participant's well-being. Every effort should be made to keep to the two screened adult guideline until all children/youth have been picked up.

O. Accidental Injuries to Children

In the event that a child or youth is injured while under the care of Gate City Vineyard Church, the following steps should be followed:

- 1) For minor injuries, scrapes, and bruises, Adults will provide First Aid (Band-Aids etc.) as appropriate and will notify the parent or guardian of the injury at the time of pick up.
- 2) For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will be immediately contacted in addition to the Children’s Pastor or Youth Pastor. If warranted by circumstances, an ambulance will be called.
- 3) Once the child has received appropriate medical attention, an Incident Report (Appendix H) will be completed in the case of injuries requiring treatment by a medical professional.

P. Appropriate Touch

Healthy, caring touch is valuable to children and youth but unhealthy touch is abusive. Touch should be open rather than secretive. Touch should be in response to the needs of the child/youth, not the need of the adult. Touch should be age-appropriate and generally initiated by the child or youth.

The following signs of affection are generally appropriate within specific contexts:

Verbal praise, side hugs, shoulder to shoulder hugs, pats on the shoulder, back or head. For smaller children, touching their hands, faces, shoulders and arms, and arms around their shoulders. Younger children may be hugged or held when other volunteers are present.

The following behaviors between staff of volunteers and children or youth are inappropriate and should not be engaged in: touching buttocks, chests, genital areas or thighs; showing affection in isolated areas or when alone with a child/youth; sensual massages; inappropriate comments that relate to physique or body development; flirtatious or seductive looks; any form of affection that is unwanted by the child/youth; showing sexually-suggestive videos or playing sexually-suggestive games with any child/youth; any behavior that could be interpreted as sexual in nature.

Q. Photography and Video Consent

All parents/guardians of children/youth must sign a consent form allowing photography and videoing before Gate City Vineyard Church is allowed to capture and/or use images of children/youth in media or publicity (including facebook, websites, and other social media sites). (Appendix E, photography consent form).

4) Youth Transportation

A. Regulations

1. Drivers should be accompanied by at least one other adult in the vehicle when transporting youth to and from meetings, retreats and other youth group events.
2. Drivers must be known to the designated adult leader of the event.
3. When a child/youth is transported in any vehicle, the driver must either be the child's/youth's/parent/guardian, or a screened adult or a paid staff person who is at least 18 years old.
4. When a child/youth is transported in a church-owned vehicle, the driver must be at least 21 years of age. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a church bus (if the church has one), a commercial license is required.
5. A copy of the driver's license of any non-parent driver to/from activities should be on file at the church.
6. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
7. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
8. Drivers should not use cell phones when driving and should not text message while driving.
9. When there is reason to believe it would not be safe for a youth to ride in a vehicle driven by another youth, the adults responsible should intervene and take reasonable steps to make alternative arrangements for all concerned.
10. Drivers will read and sign an acknowledgment form indicating that the Safe Child Policy has been read and will be followed.

B. Guidelines

1. Drivers should receive training for the vehicle being operated.
2. Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.

5) Youth Trip and Retreat Supervision

A. Requirements

1. Off-site, non-overnight youth events (for example, to bowling, movies, the beach, etc.) require either a parent present or a written release form from the parent held by the Youth Pastor (a release/permission form collected annually by the Youth Pastor Appendix F).
2. There will be at least two screened adults present for all trips, retreats and other events where children and/or youth gather overnight at, or away from, the church campus.
3. There will be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present shall the same gender as the child/youth.
4. The person in charge of the youth/children for each overnight trip and/or retreat shall carry parental permission slips, including permission for emergency medical care (See Appendix G).

B. Guidelines

In a hotel type setting, rooms should be assigned as follows:

1. Separate rooms for adults and child/youth should be assigned with at least two children/youth per room.
2. Assignments should be made so that an adult room is between two children/youth rooms.
3. Adults should make random monitoring hall trips and room checks at night by two adults of the same gender as those being checked.
4. A hotel should be selected where the rooms open to the interior of the building (i.e. doors do not open to the outside).

6) Dealing with Child Abuse

A. Adult Volunteers, Paid Adult Volunteers, and Youth Workers

Childcare workers may have the opportunity to become aware of abuse or neglect of the children/youth under our care. In the state of North Carolina, every citizen is considered to be a mandatory reporter. In the event that an individual involved in care of children/youth at GCV becomes aware of suspected abuse or neglect or a child/youth under his/her care, this should be reported immediately to the Children's Pastor or Youth Pastor for further action.

Childcare workers should also report any inappropriate behavior of a co-partner to the Children's Pastor. Do not wait or second-guess your observations.

Do not interview the child/youth regarding the suspected abuse. This could be considered leading the child/youth.

Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the child should be kept confidential with your ministry supervisor and the proper authorities.

You may be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained as much as possible. This form will be returned to your ministry supervisor.

B. Church Staff

Law requires certain persons who have reasonable cause to suspect child abuse or neglect to make immediately, by phone or otherwise, an oral report to **Child Protective Services (336-641-3795)**. Ministers and Church Educators are included as Mandated Reporters in the law. However, all persons are permitted to report suspected child abuse or neglect to **Guilford County Department of Social Services (336-641-3447)**. If there is an emergency, that number is 800-378-5315.

C. Suspected Abuse within The Church

If it is determined that there is reasonable cause to suspect child abuse or neglect has occurred at GCV or during any of our sponsored activities or programs, the following procedure should be followed:

- 1) All allegations will be taken seriously and will be handled in a manner that is considerate and protective.
- 2) The Response Team will be assigned to take further action. The Response Team will consist of: a) The Pastor b) the church administrator c) at least two members as appointed by the Pastor d) Legal counsel and e) others as deemed appropriate (mental health professionals for example).
- 3) The Response Team will notify the parent or guardian of the child.
- 4) The Response Team will immediately place the alleged perpetrator of the abuse or misconduct on leave pending an investigation. They will be instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
- 5) The Response Team will promptly ensure all allegations of abuse should be reported to the civil authorities and Gate City Vineyard Church will comply with NC's legal requirement regarding mandatory reporting of abuse. Gate City Vineyard Church will fully cooperate with the investigation of the incident by civil authorities.
- 6) The insurance company will be notified, and the Response Team will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- 7) The Response Team will maintain documents of all efforts to handle the situation.
- 8) A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
- 9) Any person who is not found innocent of alleged abuse or misconduct will be removed from their position working with children or youth.

7) Specific Instructions for VBS

VBS is a large, up to a week-long event that requires extra safety precautions to ensure all children/youth and volunteers remain safe.

a) Screening and Selection of Staff

All procedures as stated in this policy will be followed with staff and camp counselors. For those who are over 18, background checks will be completed. (See Section 2, H for more information).

b) Training

All volunteers are required to attend a mandatory training event prior to VBS. The training will provide detailed information regarding: safe child to adult/youth ratios, appropriate touch, safe toileting instructions, discipline and behavior management, sign in and out procedures and expected behavior from staff for VBS. All staff will be required to sign a

statement to say that they have attended training and agree to abide by VBS safe child procedures.

c) Security

A minimum of two screened adults will be responsible for monitoring the main doors of the church building, sanctuary and children/youth bathrooms. They will be responsible for ensuring that children move safely between stations, ensuring no unscreened adults have access to the children/youth and that no child leaves the building at the end of VBS without their parent or guardian. The screened adults will also complete checks of the building throughout VBS to ensure no children are on their own.

d) First Aid and Medical Care

There will be one qualified first aider on site at-all-times. This person will be responsible for all first aid treatment and for carrying any medical supplies (epi-pens for example) for any children attending.

8) Auditing

This policy will be monitored through an auditing/spot checking process whereby on a set schedule a third-party designee will choose a day unknown to staff to observe and comment on the process and procedures being followed. A checklist will be used (Appendix TBD) to grade and will be kept on permanent file with notes showing when and how any deficiencies were remedied.

- Chronic infractions and failure to follow policy even after coaching and re-education of volunteers or staff will result in the person being removed from Children's or Youth ministry, and will be handled by the Children's or Youth Pastor, Senior Pastor, or the board of elders as appropriate.

Appendix A

Application for work with Children and Youth, Gate City Vineyard Church

PERSONAL DATA:

Please print

Name: _____
Last First Middle

Home phone: (____) _____

Cell Phone: _____

Email Address: _____

Address: _____
Address

City State Zip

SPIRITUAL HISTORY

How long have you attended Gate City Vineyard Church?

Do you attend regularly (Two or more services a month)? Yes _____ No _____

In a brief paragraph, please outline your spiritual journey, including when you received Christ as Savior and were baptized:

Have you taken any course or received any training that would equip you for Children's Ministry?

Yes _____ No _____

If so, please list:

MINISTRY HISTORY

Please list the churches you have attended and the ministry organizations in which you have participated within the last five years.

1. Name: _____
Address: _____
Phone: (_____) _____ - _____ Dates: _____ to _____
2. Name: _____
Address: _____
Phone: (_____) _____ - _____ Dates: _____ to _____
3. Name: _____
Address: _____
Phone: (_____) _____ - _____ Dates: _____ to _____

Please list present and previous ministry experience:

1. _____
2. _____
3. _____

Please supply two non-family references, preferably people who have seen you work with children or youth in a ministry or professional context.

Reference 1:

Name, cell, and email: _____

Title of reference and capacity in which you worked/served together:

Reference 2:

Name, cell, and email: _____

Title of reference and capacity in which you worked/served together:

QUALIFICATIONS AND AVAILABILITY FOR SERVICE

Briefly share your motivation for wanting to serve in Children and Youth Ministry at Gate City Vineyard:

What type of ministry do you prefer? Please circle all categories that apply.

Nursery (0-2 yrs), Early Childhood (2-5 yrs), Elementary (6-11 yrs), Youth (12-18 yrs).

Teaching, Teaching Assistant, Administration, Arts and Crafts, Games, Activities and Drama.

Appendix B

Participant Covenant Statement

Gate City Vineyard Church 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 Gate City Vineyard’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. All adults wishing to work with children or youth are required to go through an application process, pass a background check, and all other training and screening noted in the current Child and Youth Protection Policy in order to become a Screened Adult, after which they are able to start working or volunteering within the ministries.
2. All adults who have been convicted of child abuse (sexual, physical, or emotional) are prohibited from working with children or youth in any church-sponsored activities.
3. All adults who have been the subject of a criminal investigation of child abuse (sexual, physical or emotional) are prohibited from working with children or youth in any church-sponsored activities.
4. All adults wishing to work with children or youth at Gate City Vineyard Church must have been active participants of the congregation for at least six months before beginning a volunteer assignment.
5. All adults involved with children and youth at Gate City Vineyard Church shall observe the Child and Youth Protection Policy at all times.
6. All adults involved with children or youth at Gate City Vineyard Church shall immediately report to their Children’s Pastor or Youth Pastor any behavior that seems abusive or inappropriate.

Please affirm or deny the following statements:

I have read the Child and Youth Protection Policy for Gate City Vineyard Church and agree to observe and abide by it regarding working in ministries with children and youth. Yes No

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above. Yes No

I agree to inform the Pastor of this congregation if I have ever been the subject of a criminal investigation of OR have been convicted of child abuse (sexual, physical or emotional).

Yes No

Signature of Applicant

Date

Appendix C

Code of Conduct- General for Children and Youth

Gate City Vineyard Church

“Not many of you should become teachers, my fellow believers, because you know that we who teach will be judged more strictly.” James 3:1

“He took a little child and had him stand among them. Taking him in his arms, he said to them, ‘Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.’” Mark 9:36-37

The Gate City Vineyard Ministry Code of Conduct is designed to help everyone understand the commitments we make to one another in the Children and Youth Ministry. It helps identify the expectations we will have of each other, and assist in holding each other accountable as we serve the children and youth of the church.

1. All staff and volunteers of Gate City Vineyard Church are required to adhere to the Child and Youth Protection Policy in all their interactions with children and youth.
2. All staff and volunteers will respect children’s rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.
3. All staff and volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Physical restraint is used only in situations necessary to protect the child, or other children, or staff from harm.
5. While supervising children and youth in Gate City Vineyard programs, staff and volunteers should know where participants are at all times.
6. Staff and volunteers should be alert to the physical and emotional state of children/youth. Any concerns regarding welfare of children/youth should be reported to the Children’s/Youth Pastor.
7. Consuming, using, possessing, or being under the influence of alcohol, weed, or illegal drugs while working or volunteering with children or youth is prohibited.
8. Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
9. Possessing or using concealed weapons or firearms while working or volunteering with children or youth is prohibited.
10. Smoking or the use of tobacco or weed in the presence of children, youth, or parents while working or volunteering is prohibited.
11. Profanity, inappropriate jokes and media, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
12. Staff and volunteers commit to pursuing a personal relationship with Jesus Christ, working toward fully living a Christian life, and being held at a higher standard because of the influential position held within the church.

13. Agree to Gate City Vineyard Church's vision statement, and distinctives and are willing to teach according to the doctrine of GCV and the Vineyard. Volunteers will agree to being part of the body of the church and attending regularly when not serving.
14. Agree to being on a team with the pastors and leaders of Gate City Vineyard Church, and to working out any conflicts with them or others swiftly and quietly.
15. Endorse the vision and mission statement of the children's/youth ministry and engaging all the kids with their gifts and talents.
16. Arrive at 10:15am to pray for the children coming that morning and to set up your classroom. (Children's Ministry only).
17. Pray for the children/youth and their families of the ministry. To commit to the lives of these kids, and to invest in them to see them grow into believers of Jesus Christ with great character and strong faith.
18. Attend training sessions offered when possible.
19. Notify leadership at least a week in advance of not being able to serve in children's/youth ministry, and to find a replacement.
20. Commit to serving for a minimum of six months, and to giving a thirty day notice if the volunteer intends to step down.

In addition, we as a leadership team (staff, elders, and ministry leaders) agree to all the above and commit to:

1. To pray for all volunteers and their families on a regular basis.
2. To support volunteers, provide encouragement and opportunities for growth.
3. To help volunteers to use God's gifts to the fullest, and to find their place in the body of Christ.
4. To leading with integrity, and be open to growing in leadership and ministry.
5. To providing regular training opportunities for all volunteers, ensuring the safety of volunteers and children/youth are put first at all times.

I have read and agree to abide by this Code of Conduct:

Signature: _____ **Date:** _____

Appendix D

Epi-Pen Administration Policy

If a child requires the use of an EpiPen, Gate City Vineyard Church require the following information:

A. A permission slip must completed and signed by the parent or the legal guardian for volunteers and staff to administer the EpiPen in case of emergency.

B. EpiPens (preferably two) inside a zip lock bag including the completed half-sheet EpiPen Administration Permission Form. EpiPens must be properly and clearly labeled with: I. The child's first and last name II. The dosage of Epinephrine III. The expiration date (We will not accept expired EpiPens.)

Procedure:

1. If your child has any health issues or allergies, pick up an "Allergy" sticker from the Children's Pastor or lead volunteer. Complete the requested information and place the sticker on the back of your child to alert the staff and volunteers. If needed, feel free to use more than one sticker.
2. Remind the classroom teacher about your child's health issues or allergies each time you take him or her to class or an event.
3. If your child requires the use of an EpiPen, place the EpiPens (preferably two) into a zip lock bag with the completed half-sheet EpiPen Administration Permission Form which may be reused from week to week.
4. The zip lock bag is to be hand-delivered to the teacher or adult in charge of the classroom or event unless the child is approved to carry his or her own EpiPens.
5. EpiPens will be kept in a container either by the child's classroom for Children's Ministry activities, or with the Director during VBS.
6. If your child has an anaphylactic reaction and has an EpiPen, the following will occur:
 - a) 911 will be called.
 - b) The EpiPens in their respective zip lock bag will be retrieved from the Emergency Container.
 - c) A Children's Ministry staff member or volunteer will check the half-sheet EpiPen Administration Permission Form in the zip lock bag to determine parent permission and the EpiPen dosage information.
 - d) An EpiPen will be administered by a Children's Ministry staff member or volunteer if permission has been signed.
 - e) The parents or legal guardian will be called by pager or by cell phone number.

EpiPen Administration Permission

To be completed by parent or legal guardian and kept on record by Gate City Vineyard Church:

Child's Name as it appears on the EpiPen: _____

I hereby authorize the Gate City Vineyard Church Children's Ministry staff and volunteers to administer an EpiPen to my child if he or she has known exposure and /or a severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Gate City Vineyard Church and any of its staff, volunteers, or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands, or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that is no trained individual is present the EpiPen will not be administered until one is present.

I have read the Health Information Administration Policies and Procedures and agree to provide two EpiPens as required.

I understand that 911 will always be called when an EpiPen is administered to my child.

The following EpiPen has been prescribed. Check as appropriate:

- EpiPen (the premeasured dose is 0.3mg. of Epinephrine)

Give the initial dose. Repeat the dose in 15 minutes if a professional emergency team has not arrived.

- EpiPen Jr. (the premeasured dose is 0.15mg. of Epinephrine).

Give the initial dose. Repeat the dose in 15 minutes if a professional emergency team has not arrived.

- My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He or she will carry EpiPens at all times.

Parent or Legal Guardian Printed Name Parent or Legal Guardian Signature Date

To be completed by a Gate City Vineyard Children's Ministry staff member: The above has been reviewed with the parent or legal guardian. Additional remarks:

Children's Ministry Staff Printed Name Date

EPIPEN ADMINISTRATION PERMISSION FORM AND RELEASE

To be completed by parent or legal guardian and placed in zip lock bag with EpiPens:

Child's Name as it appears on the EpiPen: _____

Age/Grade: _____

Parent/Guardian Emergency Cell/Phone: _____

My child is Allergic to: _____

Appendix E

Gate City Vineyard Children's Ministry

Photo and Video Release Form

I hereby release Gate City Vineyard Church against all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I may hereafter have from liability for any violation of any personal or proprietary right I may have in connection with such use of the likeness, voice, or name of me or my child in any medium.

Full name of person in photo/video/media (please print): _____

Address:

_____ City: _____
_____ State: _____ ZIP: _____

Signature: Date: _____

Parent's or guardian's signature: Date: _____ (if the above named person is under 18)

Parent's name (please print): _____

Appendix F



Parental Consent Form and Liability Release Form

Name _____ Age _____ Birth date _____

Address _____ Phone (____) _____

City _____ State _____ Zip Code _____

School _____ Grade in or just completed _____

Parent(s) business phones _____

To whom it may concern:

The undersigned does hereby give permission _____ (child), to attend and participate in the 2023-2024 GCV youth activities sponsored by Gate City Vineyard Church.

The undersigned authorize a GCV adult leader who has made a good faith effort to first contact us to consent to any X-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization.

The undersigned further agrees to hold harmless and indemnify GCV, its directors, employees and agents, for any liability sustained by GCV as a result of the negligent, willful or intentional acts of the participant, including expenses incurred. The participant assumes all risks of personal injury, sickness, death, damage and expense resulting from participation.

Should it be necessary for our (my) child to return home due to medical reasons or otherwise, the undersigned shall assume all transportation costs.

The undersigned does also hereby give permission for our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in the 2022-2023 Gate City Vineyard Youth activities sponsored by Gate City Vineyard Church.

Medical insurance ____ Yes ____ No

Insurance company _____

Policy number _____

Emergency phone numbers:

Participant Date

Parent/Legal Guardian Date
Print

Parent/Legal Guardian Date
Signature

Is your youth presently being treated for an injury or sickness or taking any medication? Yes or No (circle one)

If yes, please explain: _____

Does your youth ever sleepwalk? Yes or No (circle one)

Does your youth have any food allergies? Yes or No (circle one)

If yes, please explain: _____

Does your youth have a physical handicap or illness that would prevent him or her from participating in normal rigorous activity? Yes or No (circle one)

If yes, please explain: _____

Photo and Video Release Form

I hereby release Gate City Vineyard Church against all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I may hereafter have from liability for any violation of any personal or proprietary right I may have in connection with such use of the likeness, voice, or name of me or my child in any medium.

Full name of person in photo/video/media (please print): _____

Address: _____

City: _____ State: _____ ZIP: _____

Signature: Date: _____

Parent's or guardian's signature: Date: _____
(if the above named person is under 18)

Parent's name (please print): _____

Appendix G

Medical Release Form, Gate City Vineyard Church

Student's Name: _____ **D.O.B:** _____

Phone: (_____) _____ - _____ **Address:** _____

Parents'/Guardians' Names: _____

Address (if different from child's): _____

Insurance Company: _____

Policy #: _____ **Insured:** _____

1. Is your child allergic to:

<input type="checkbox"/> Bee sting	<input type="checkbox"/> Pollens	<input type="checkbox"/> Other Drugs:
<input type="checkbox"/> Hay	<input type="checkbox"/> Penicillin	<input type="checkbox"/> Other:

2. Does your child have any life-threatening allergies? YES _____ NO _____

If yes, to what? _____

3. Is your child bringing any medication with him/her? YES _____ NO _____

If yes, please list and state dosage: _____

Please note: Medication should be in its original prescription bottle/package, which should have administration instructions and the child's name clearly indicated.

4. Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? YES _____ NO _____

If yes, please explain: _____

5. Has your child ever had:

<input type="checkbox"/> Seizures	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Homesickness	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Other:

6. Last date of tetanus shot: _____

In the case of medical emergency, I understand that hospital policy requires parental permission before treatment. I hereby give my permission to a representative of Gate City Vineyard Church to administer medication as identified above and to secure proper medical treatment.

Parents will be notified immediately of any medical emergency.

Signature of Parent/Guardian: _____

Date: _____

Emergency Phone: (_____)_____-_____

Person to contact if parent/guardian cannot be reached: _____

Relationship: _____ Phone: (_____)_____-_____

Appendix H

Gate City Vineyard Incident Report

Date of Incident _____ Time of Incident _____ Ministry Involved _____

Injured Person's Name _____

Parent/Guardian (if minor) _____

Home Address _____

Phone #(S) _____

Witness Name (Adults preferred) _____

Witness Phone #(s) _____

Secondary Witness Name (Adults preferred) _____

Secondary Witness Phone #(s) _____

How and where did the incident occur?

What equipment was involved (if any) _____

Nature & Extent of injury

What treatment or first aid was administered?

By Whom? _____

Additional treatment (if any) administered where? _____

Treatment and/or Emergency Personnel Declined? Yes _____ or No _____

Injured person's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Staff Member Signature _____ Date _____

Please return this form to the Ministry Leader. Ministry Leaders return this form to Kaye Ward within one business Day of occurrence. If incident was serious, call Kaye immediately at 336-543-8582.

Version History

12/6/23	<u>1</u>	Draft - submitted for board comments/approval
1/12/24	1	Final Version 1 – for Parent/Teacher meetings on 1/14,1/21/2024
<u>2/7/24</u>	<u>2</u>	Changes to participant covenant statement
<u>9/10/24</u>	<u>3</u>	<u>Updates from Danielle Thomas</u>
		<u>Added section 3C – cell phone use, section 3E – weapons/dangerous items and noted that NC is a mandatory reporting state for child abuse in section 6A</u>