

Family Ministries Safety & Policies Manual



**First Evangelical
Free Church**

Updated: February 2021

Dear Family Ministries Volunteer or Staff Member,

Welcome to First Evangelical Free Church! At FEFC, we take our responsibility to care for children and youth very seriously.

The pages of this handbook provide a general overview of procedures and guidelines for staff members and volunteers serving in Children's and Youth Ministries. Our policies are intended to create a safe and nurturing environment for children and youth while protecting them, you, and the mission of First Evangelical Free Church.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

First Evangelical Free Church Leadership

Ministry Directors

Kenny King

Pastor of Youth and Families

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Director of Youth Discipleship and Training

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Director of Early Childhood Discipleship

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Family Ministries Safety & Policies Manual

First Evangelical Free Church - Maplewood

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Overview of FEFC Safety System

Because we desire to protect them, FEFC requires all staff members and volunteers working with children or youth to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begins.

Step One: Screening Process

Staff members and volunteers working or serving with children are required to complete FEFC's Screening Process, which includes:

- An employment or volunteer application
- A face-to-face interview
- References to be checked

**A volunteer must attend FEFC for six months before being eligible to serve in positions interacting with children or youth.*

Step Two: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

Step Three: Criminal Background Check

FEFC requires that all staff members and adult volunteers working or volunteering in children's or youth activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. *This background check will be renewed every three years.*

Step Four: Sexual Abuse Awareness Training

FEFC policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or pastor. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child or youth for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip FEFC staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, FEFC requires all staff members and adult volunteers to complete MinistrySafe Sexual Abuse Awareness Training. *This training will be renewed every three years.*

Child and Youth Safety Policy

Abuse Tolerance

FEFC has zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at FEFC to act in the best interest of all children and youth in every program.

In the event a staff member or volunteer observes any inappropriate behavior (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional or sexual) it is that individual's responsibility to immediately report these observations to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.

Reporting Suspicious Or Inappropriate Behaviors

FEFC is committed to providing a safe, secure environment for children, youth and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and Minnesota state law, to Child Protective Services or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child or youth for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations or any suspicious behaviors to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.

Enforcement Of Policies

FEFC staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all FEFC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Board of Elders.

Reporting Abuse or Suspicions of Abuse

Reporting Violation Of Policy

All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.

Consequences Of Violation

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child or youth will be immediately suspended from participation in ministry. This suspension will continue during any investigation by law enforcement or Child Protective Agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children or youth at FEFC. If the person is a staff member or employee, such conduct may also result in termination of employment from FEFC.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or youth at FEFC.

Reporting Suspicions of Abuse to Law Enforcement Agencies

Staff members and volunteers at FEFC are required to report suspicions of child abuse or neglect or any inappropriate behavior of a colleague or co-worker to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.

Minnesota Law requires that "a person who knows or has reason to believe a child is being neglected or physically or sexually abused shall make an oral report immediately by phone to be followed by a report in writing" Minnesota Statutes Section 626.556, Subdivisions 3-9.

If a child reports alleged abuse to you, you are responsible to inform a staff pastor and report the suspected maltreatment to Ramsey County.

Assistance will be provided to help you call the Ramsey County Child Protection Agency and complete the Ramsey County Suspected Maltreatment of a Child Form.

Pending the outcome of an investigation (internal and/or by local authorities), all information pertaining to the alleged incident should be kept confidential out of respect for both the alleged victim and the alleged perpetrator.

Any such matter that is brought to the attention of the church leadership will be taken seriously, and the specific protocol as outlined in the FEFC Policy Manual according to the Minnesota state statute.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, a Ministry Director or Pastor of Youth & Families will speak with the person or volunteer to whom the child or youth spoke in order to get detailed information about the entire conversation. The Senior Pastor will be notified as soon as reasonably possible.

If appropriate, a Ministry Director, Pastor of Youth & Families or the Senior Pastor will inform the appropriate law enforcement agencies or Child Protective Services.

Response To Report Of Abuse

FEFC Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

Building Safety - Children's Ministry

Ministry Directors will be responsible for ensuring that the Children's Center area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

Nametags

All staff, volunteers and students must check in and wear their nametag at all times. Adults without name tags are not allowed inside the classrooms and should remain in the hallway.

Check In And Out

At any time that a child has been entrusted to Children's Ministry staff members or volunteers, FEFC incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Ministry Directors or volunteers are responsible for releasing children in their care only to parents, legal guardians or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child has authority to pick up that child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact a Ministry Director before releasing the child.

Infant through second-grade aged children need to be checked in and out by an individual who is 16 years old or older. The third through sixth-grade children are trusted to check themselves in and have a plan of where to meet their parents at the end of programming. Children will be turned away if one of the three following factors exists:

- Current child-to-worker ratio does not allow more children.
- A child or unauthorized sibling tries to check in a child.
- The child is sick. (Refer to "Children's Health and Wellness Policy".)

Check In

- Complete the online registration including essential emergency contact information, including the name of parent/guardian and their cell phone number.
- View the programming schedule.

- Check in to receive a nametag for each child.
- Keep the security badge to check out your children.

Check Out

- An adult volunteer will stand in the doorway to greet families.
- An adult will match the code on the child's name tag with the parent security badge. If it matches, the child may be released.

Lost Security Badge

If the person picking up the child does not have the security badge, walk them through the following steps:

- Look at the child's nametag. It will include an emergency phone number and name of parent/guardian.
- Check the pick-up person's ID and be sure the names match.
- If the names do not match, call the child's parent/guardian using the phone number and get permission to release the child.
- If permission is not given, get help from the Ministry Director.
- Children need to be checked out by individuals 16 years old or older.

Children's Health And Wellness

A child may not participate in Children's Ministries programming if he/she exhibits any of the following symptoms:

- Temperature of 100°F or more
- Runny nose (cloudy or colored mucus)
- Common childhood diseases
- Questionable rash
- Open sores
- Pink eye
- Diarrhea
- Vomiting

If a child is being treated with antibiotics, he/she must be on medication at least 24 hours before check-in.

Clean-Up

At the end of programming, work as a team to clean up the room so it is ready for the next group to use the space.

Building Safety - Youth Ministry

The Pastor of Youth & Families will be responsible for ensuring that the Youth Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and youth in youth classrooms and meetings.

Supervision

No child or youth will ever be left unattended or unsupervised in the Children's Center, on the children's playground or in the Youth Ministry area during programming or classes. Staff members or volunteers are prohibited from being alone with an individual child or youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child or youth, that staff member or volunteer will take the child to a room or building occupied by others or to

a location easily observed by others. (Example: If a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.) See page 11 for one-to-one interactions.

Any two children or youth together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Children’s Ministry

Volunteers will keep track of their children by using the class roster and doing a head count before they leave the room and when they return.

On the children’s playground, staff members and volunteers are to circulate, watching children during play periods and giving particular attention to the areas not easily seen from all viewpoints. (Example: Under slides, in corners, behind structures, etc.).

Worker-to-Child Ratio

FEFC is committed to providing adequate supervision in all Youth and Children’s Ministries programs. If a worker is ‘out of ratio’, it is his or her responsibility to immediately notify the Ministry Director. The Ministry Director will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy. If there are not enough volunteers to maintain this ratio, children will be turned away.

Accordingly, the following worker-to-child ratios will be observed:

Children’s Ministry

Two-Deep Leadership: A minimum of two leaders are required for all age groups under Children’s Ministries. More leaders will be added depending on age group.

Program	Children	Workers
Nursery *If babies are fussy, more volunteers will be added.	Up to 6	2
Preschool: 2 and 3 year old	Up to 12	2
Preschool: 4 and 5 year old	Up to 16	2
Elementary: K-6 th Grade	Up to 25	2

Youth Ministry

Youth	Workers
Up to 10	1
11-29	2
30 or more	3+ (added as needed)

Discipline

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children or youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, biting or any

other physical force as retaliation or correction for inappropriate behaviors by children or youth. Uncontrollable or unusual behavior should be reported immediately to parents and the Ministry Director.

Children's Ministries

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children, some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child to stand nearby in a "watching time." The child watches the instruction from the teacher or the way peers are modeling correct behavior.
3. Provide the child with a simple, understandable reason for the "watching time" and provide the child with clear explanation. ("Watch how your friends are keeping their hands to themselves. You may return to the group when you are ready to keep your hands to yourself.")
4. Praise the child once he or she returns to the group and is showing positive behavior ("You are being respectful by keeping your hands to yourself.").
5. If the child chooses not to return to the group and continues to disrupt learning, get help from the Ministry Director. The Ministry Director will work out a plan with the child's parents.

The theme of Children's Ministries is to "Grow in God's LOVE." The LOVE acronym gives workers and children a focus for teaching and learning. Volunteers are encouraged to use these words to redirect behavior:

Learn from God's Word and from those who follow Him.

Obey those who are over you and what the Word of God instructs.

Ser**V**e others like Jesus did by being a helper and putting others first.

Car**E** for the people and things around you.

Youth Ministries

If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff members will verbally redirect youths involved and will try to avoid physical intervention.

Bathroom Supervision and Assistance Guidelines

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Preferably female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers.
- Children should not be left unattended on changing tables.
- Any special instructions given by parents leaving children in the nursery will be recorded on the

parent instruction sheet (Nursery and Toddler Rooms Only: "Seth Adams has a medicine in the bag for rash.").

- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

Toilet Training

- No child will be forced to toilet train.
- Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms, the door will be left partially open unless there is a window in the door for volunteer accountability.
- Young children should not be left unattended in bathrooms.
- Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present (when possible).
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area if the parent has not furnished a clothing change.

School-age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of four, parents or legal guardians will change all special needs individuals.

Food

Children's Ministry

Food served for Children's Ministries programming must be accompanied by the ingredients list. When children bring food, it must be store-bought and be accompanied by an ingredients list. If an approved Children's Ministries volunteer brings food, it can be made at home but must include an ingredients list.

Serving Procedure:

1. Determine if any children have food allergies.
 - The food allergy and its severity is named on the class roster.
 - Please keep this information confidential.
 - Read the ingredients list for allergens.
 - If possible, provide an allergen-free snack to those with allergies or encourage parents to do so.

2. Have all children and volunteers wash up with soap and warm water.
3. Clean the serving table.
4. Serve the snack on a plate, napkin or in a cup.
5. For younger children, serve water in labeled cups.
6. Have children clean up after themselves.

Verbal Interactions

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

One-to-One Interactions

FEFC recognizes that meeting the emotional needs of children or youth may occasionally require staff members and volunteers to minister to them on an individual basis.

Children's Ministry

Staff members and volunteers should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed.

Youth Ministry

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Pastor of Youth & Families.

If a closed-door meeting must occur, the staff member must inform another staff member BEFORE the meeting occurs and the door remains unlocked.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children or youth. The following guidelines should be strictly observed when workers are involved in the transportation of children or youth:

1. Children and youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or youth in transport.
2. Staff members and volunteers should avoid physical contact with children or youth while in vehicles.
3. No cell phones may be utilized by the driver while driving vans or vehicles owned or rented by FEFC unless in an emergency.
4. No drivers under age 25 may drive FEFC-owned or rented vehicles.

Off-Site Activities and Overnight Events

Children's Ministry

Ask permission from your Ministry Director to have an off-site activity with children who you oversee in your ministry role.

- A permission slip is not needed if the parents transport their child.
- Require parents to drive their children to the off-site location and to pick them up. Do not drive a child in your car.
- Two-Deep Leadership is required.

All overnight events must be pre-approved through the church office schedule and by the Pastor of Youth & Families.

Attendance:

- Children must be in third grade or older.
- Each child must have a registration form including parent permission and medical information.

Leadership:

- Two approved female volunteers are required for the girls' group.
- Two approved male volunteers are required for the boys' group.
- While traveling, a full set of registration forms must be in each vehicle.
- There should be one volunteer for every eight students.

Sleeping Arrangements:

- Boys and girls will sleep in separate rooms.
- Volunteers will sleep in their own beds.
- Children and adults will change and bathe in privacy.

Youth Ministry

It is anticipated that certain Youth Ministry activities may occasionally require that overnight sleeping arrangements be made for students, staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The two-adult rule must be followed: a single student should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed FEFC's screening and training process.
3. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
5. Appropriately modest sleeping attire must be worn: both tops and bottoms.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same gender.
7. Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
8. In hotel settings, all leaders will be housed in adult rooms and all students will be housed in student rooms, except for cabin environments.

Parental Communication

Parents whose child is participating in church activities or programs will be contacted if a child becomes ill, injured or has a severe disciplinary problem while participating in Children's or Youth Ministry programs.

Parental Involvement

Parents have an open invitation to observe all programs and activities in which their child or youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's or youth's program will be required to complete the FEFC volunteer application and screening process.

Physical Contact

FEFC is committed to protecting children and youth in its care. To this end, FEFC has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children and youth. The following guidelines are to be carefully followed by those working in Children's and Youth Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children or youth are important for development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.
3. Physical contact should be for the benefit of the child or youth and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children/youth, staff members or volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child or youth. A child's or youth's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children and youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to a Ministry Director, Pastor of Youth & Families or the Senior Pastor.

Sexually-Oriented Content

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children or youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child or youth in the program.

Staff members and volunteers are prohibited from possessing or transmitting to a child or youth any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children or youth in their care including those in electronic form.

Youth Ministry

It is expected that Youth Ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings and will convey the church's views on these topics.

Nudity

Staff members and volunteers serving in Children's or Youth Ministry should never be nude in the presence of children or youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Ministry Director concerning arrangements for showering or changing clothes.

Tobacco Use

FEFC requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities while in the presence of children, youth, or their parents, or during FEFC activities or programs. FEFC is a tobacco-free facility.

Intoxicants

Staff members and volunteers are prohibited from the use, possession or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children or youth or while working with or supervising children or youth.

Emergency Procedures

Medical Emergency

In the event of a medical emergency, volunteers should call the 911 emergency line.

Emergency Procedure:

- A volunteer should remain with the injured child.
- The remainder of the class should be removed from the emergency scene.
- Follow the directions of the dispatcher.
- Send a runner to notify the Ministry Director.
- The paramedics need to be met outside and led to the emergency.

First Aid

Volunteers should give basic first aid to children, but if there are questions about the severity of the injury, the on-call nurse should be texted to evaluate.

First Aid Notes:

- First Aid kits are hung in the hallways with a supply of "Ouch Report" forms.
- Wear disposable gloves when giving First Aid.
- Volunteers may not administer medications of any kind.
- The on-call nurse should be texted including the location of the injured child. The nurse schedule and cell numbers are hanging in each of the classrooms. Wait for nurse to arrive.
- Spills of bodily fluids must be cleaned up by the custodian.
- Remove the children from the area or move to a different room.
- Block off the area with chairs to keep others away from the spill.
- Inform the appropriate Ministry Director so that a custodian can be notified.

Contagious Or Harmful Condition

If a family knows that their child has exposed others to a contagious or harmful condition at church, they need to inform the Ministry Director.

- The parents and volunteers will be informed of where and when the exposure took place.
- The personal information of the reporting family and sick child will be kept confidential.

Fire Alarm And Evacuation

If a fire alarm sounds, volunteers will lead their students calmly out of the building at the nearest exit.

Fire Alarm and Evacuation Procedure:

- Bring class rosters and red evacuation backpacks.
- Nursery/Toddler classes can evacuate using the portable cribs and fire blankets if necessary.
- Meet in front of the apartment building next door (The Markham).
- Stand in single file lines with your class.
- Hold up your class sign and seat them when everyone is accounted for.
- If a child is missing, inform your Ministry Director.
- Stay with your class at all times.
- Wait for the "All Clear" from your Ministry Director to return to the building.
- If re-entry is not possible, parents will come to you.
- Infant - 2nd grade Teachers will follow the standard check-out procedure.
- 3rd - 6th grade students will be checked-out to their parents. (The class roster contains names of the parents).

Tornado Warning

When the tornado siren sounds, volunteers will guide their students to shelter downstairs in the Lower Level Hallways and Fellowship Hall.

Tornado Warning Procedure:

- Volunteers will take a head count and keep their class together.
- Volunteers should bring their class roster and evacuation backpack.
- Children should kneel facing the wall.
- Heads should be placed on the floor at the base of the wall.
- Hands should cover the back of the neck.
- All doors should be closed.
- The Ministry Director will give an "All Clear" when the tornado threat has passed.

Lockdown

When a lockdown is issued, volunteers should keep students out of the hallway and follow this procedure.

Lockdown Procedure:

- Doors to Children's Ministry areas will be locked and closed.
- Volunteers will take a head count and keep their class together.
- Children should sit out of view from windows.
- Volunteers should keep their students quiet, like a game of hide-and-seek.
- All doors should be closed, lights turned off and window blinds closed.
- Volunteers should have their class roster and evacuation backpack.
- If evacuation is needed, follow the Evacuation Policy.
- The Ministry Director will visit each classroom to give an "All Clear."

Policies and Procedures Agreement

Statement of Acknowledgment and Agreement

I have received and read a copy of First Evangelical Free Church's Family Ministries Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FEFC.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised or eliminated at any time by FEFC.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the manual. While I will ideally serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between First Evangelical Free Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of First Evangelical Free Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Family Ministries Policies and Procedures Manual.]

Policies and Procedures Agreement

Statement of Acknowledgment and Agreement

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