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# Children and Youth Workers Policies and Procedures

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# Longview EPC

## Children and Youth Workers Policies and Procedures

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# Longview EPC Children and Youth Workers

## Policies and Procedures

We are committed to providing a church environment that is safe for children and youth and that will protect them from any abuse when they are involved in church-related activities with Longview EPC.

Longview EPC adopted the policies and procedures, not only to maximize safety and prevent child abuse within its church community, but also to guide and protect volunteers and employees from unwarranted allegations of child abuse.

The child/youth protection policy applies to all employees, volunteers, and any outside groups that may lease or otherwise use Longview EPC's facilities. Employees are required to attend child/youth protection policy training and undergo background checks.

All volunteers who work with children and/or youth are required to attend child/youth protection training and undergo background checks. Session members, other church leaders, and parents are strongly encouraged to complete the training. Training is provided via self-paced learning rather than classroom-based.

### Texas Child Protection Definitions and Laws

In Texas, the legal requirements concerning the legal requirements for reporting suspected abuse or neglect of a child are primarily found in Chapter 261 of the Family Code.

#### Defining Abuse and Neglect

"Abuse" (§261.001(1)) is defined to include a broad laundry list of acts and omissions that could cause or permit:

- ...mental or emotional injury to a child.
- ...physical injury or threat of physical injury to a child.
- ...failure to make a reasonable effort to prevent action by another person that results in physical injury to a child.
- ...sexual conduct with a child.
- ...failure to make a reasonable effort to prevent sexual contact with or in the presence of a child.

"Neglect" (§261.001(4)) includes:

- ... Leaving a child in a situation where the child would be exposed to a substantial risk of harm.
- ...requiring the child to us judgment or take actions beyond the child's level of maturity, physical condition or mental abilities.
- ...failure to obtain medical care for a child.
- ...failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child.

**Child abuse** — An act committed by a parent, caregiver, or person in a position of trust (even though he or she may not care for the child on a daily basis) which is not accidental and which harms or threatens harm to a child's physical or mental health or welfare. Types of abuse may include physical abuse, including physical injury or threat of injury; physical neglect, such as failure to provide necessary care to a child; sexual abuse; mental abuse or neglect; emotional abuse; and spiritual abuse. Child abuse includes, but is not limited to:

Neglect of Basic Needs — A form of abuse. Denial of food, water, cleanliness, clothing, and sleep are not appropriate means of discipline.

Physical Abuse — Any physical force applied by an adult or older youth in a position of care or authority to a child, youth, or vulnerable adult. Physical force (hitting, spanking, shaking, shoving, etc.) is not to be used by leaders in our programs. (continued)

Sexual Abuse — Any sexual contact or sexual interaction between a child (under the age of eighteen years); and an adult; any use of a child for the sexual simulation of an adult, a third person, or the child; any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult and a child, as deemed inappropriate by any reasonable adult. Even if a child, youth, or vulnerable adult, out of ignorance, innocence, or fear does not resist, it is still abuse.

Emotional Abuse — Inappropriately belittling, hateful, or angry words and/or actions directed toward a child, youth, or vulnerable adult. Discipline by humiliation is also emotional abuse.

Spiritual Abuse — Using religious references to shame or by guilt to motivate a child into a particular action or behavior.

**Employee** — Any person who works for salary or wages at Longview EPC, including day care centers and church school.

**Volunteer** — Any person not employed by Longview EPC who, on a regular basis, teaches, supervises, or helps with church sponsored children and youth activities. These activities include, but are not limited to, Sunday School, Nursery, Childcare, Junior and Senior High Ministries, (Your church name) Sports Ministry, Children and Youth Choirs, Summer Camps and Conferences, Children's and Youth mission trips, PDO, Preschool, Welcome Place, and School.

**Leader** — An adult designated by Longview EPC or by a sponsoring organization to have responsibility for children and/or youth. The adult must be a minimum of 18 years of age. For any overnight trips there must be at least one leader 21 years of age or older. It is suggested that leaders be a minimum of four years older than the children or youth they are supervising.

**Church Sponsored Activity** — Includes any and all gatherings that arise from any worship, educational, childcare, fellowship, administrative, pastoral, mission, or recreational event generated or organized by Longview EPC, whether on-campus or off-campus.

**Child or Youth** — Persons under 18 years old and considered a minor under the law. This term shall also include legally incompetent.

**Inappropriate sexual contact between minors** — includes touching or other physical contact of a sexual nature between two minors. The reporting requirements for this category are different, and in some cases may be driven by the age difference between the individuals.

## **Sexual Misconduct**

Sexual misconduct claims include all crimes involving sexual conduct under the Texas Penal Code. They include indecent exposure, indecency with a child and sexual assault including rape. They also include conduct that may not violate a penal statute but is still sexually oriented such as sexual harassment and sexual suggestion. If this conduct is committed by agents of the church, either employed or volunteer, claims are often made against the individual and the church.

## **Duty to Report.... The Texas Reporting Statute**

Any person who learns of or has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must report that belief to a local or state law enforcement agency or the Texas Department of Protective and Regulatory Services.

An oral report must be made immediately upon learning of the abuse or neglect or the likelihood of abuse or neglect. A written report must be made within five days to the same agency or department.

*(continued)*

The report shall be non-accusatory, meaning the identity of the victim of the abuse or neglect must be identified but the person making the report is not required to speculate as the person who committed the abuse or neglect.

### **Liability for failure to report**

A person failing to report child abuse or neglect commits a Class B Misdemeanor punishable by fines up to \$1000 and or confinement for up to 180 days. Additionally, a person who is the victim of child abuse and his or her family may bring a civil claim against the church and or its agent (the person who failed to report the crime) as required by law.

### **Immunity**

A person making a report or assisting in the investigation of a report of child abuse or neglect is immune from liability, either civil or criminal, that might be incurred. This means that a person who reports child abuse and is later sued by any of the parties including the parents of the child or the accused perpetrator of the crime can defend themselves on the basis that their actions were absolutely protected by the immunity statute and the reporter should not be liable for damages relating to the reporting.

### **Clergy Privilege**

The Texas Rules of Civil and Criminal Evidence provides that communications between clergy and an individual consulting with him or her for the purpose of seeking spiritual advice in the clergy's professional capacity is considered privileged.

There is however, an express exception which provides that the privilege disappears in the event the clergy members learns of child abuse or neglect, and the clergy is required to report the information to authorities under the child abuse reporting statute.

### **Church Liability**

A church is liable to civil action if, as an employer, it failed to make inquiries of past employers (where names and addresses have been disclosed) who employed the employee within the last five (5) years, concerning the possible occurrence of sexual exploitation by the employee.

## **Selection and Screening Process**

### **Goal**

Children and Youth Ministry is an opportunity to present, grow and strengthen the spiritual knowledge and faith of children and youth. We come together to offer fellowship, Bible Study and mission opportunities that are presented weekly, monthly and annually by a trained volunteers and staff. The goal of the children and youth ministry is to assist the children and youth to be "inwardly strong but outwardly focused" following our church mission.

Within the same process it is the goal of Longview EPC to provide a safe environment for the physical and emotional well being of all children participating in church programs, including participants in any daily or temporary childcare programs. The church's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

Future revision to this policy may be made with the authorization of both the Pastor, Session and Children and Youth Ministry Teams.

### **Volunteer Requirements**

- Volunteers are members of Longview EPC for at least a period of 6 months.
- Volunteers are encouraged to attend a Leadership Training class as offered.
- Volunteers attend worship regularly.
- Volunteers must be at least 18 years of age or older unless assisting adults.

- All volunteers desiring to work with children are screened through criminal history background checks.
  - A criminal background check and child abuse registry check shall be required for all children's worker positions both paid and volunteer.
- **NO ONE WILL BE ALLOWED TO WORK WITH CHILDREN WHO HAS BEEN CONVICTED OF A CRIME INVOLVING MISCONDUCT WITH CHILDREN.**

### **Curriculum Policy**

- The Children's Ministry Team and Youth Ministry Team will recommend curriculum to the session after review *from staff, Youth and Children's church school teachers* all church school classes, bible studies and special events.
- Curriculum will be structured to a specific scope and sequence.
- Curriculum will meet the following criteria:
  - Biblically based
  - Follows the tenets of the Westminster Confession and Catechism
  - Age appropriate

### **Discipline Policy**

It is the policy of Longview EPC not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline of children. Workers should consult with the parents if assistance is needed with disciplinary issues.

### **Restroom Guidelines**

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure it is empty, and then allow the children inside. The workers 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 workers should prop open the bathroom door and leave the stall door open as they assist the child.

## **Supervision of Adults Leading Programs for Children**

It is the policy of the church to provide adequate supervisory control of persons working with children participating in all church programs, including daily or temporary childcare programs of the church.

The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all church programs.

### **Safety**

It is the responsibility of all persons having contact with children participating in church programs to promote the emotional and physical safety of the participants fiving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists, such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other church policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

## **Two-adult Rule**

It shall be the goal of Longview EPC that a minimum of two workers will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location or activity. At least one of these must be a primary worker.

Some Youth Sunday School classes may have only one adult in attendance as the teacher while the class is in session. In these instances, doors to the classrooms will be either removed or will remain open. Windows may be installed between these classrooms for full visibility.

At no time should an adult ever be in a room or an enclosed area alone with a child.

## **Observation of Children**

Church activities for children should be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving curtains and blinds open and wherever possible, by leaving the door to the room open. Reasonable exceptions to the rule may be made by the minister or staff director in charge where seclusion is necessary for the rest provided two workers are present in the room at all times.

## **Ratio of workers to children**

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The ministerial staff member responsible for division shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

## **Vehicle Safety requirements**

Persons who drive church owned or privately –owned vehicles for conducting church business or transporting children on a regular basis must maintain a current valid Texas driver's license, provide proof of insurance, and comply with all other church transportation policies.

## **First Aid and CPR**

It will be the goal of the church that most paid employees who work with children will maintain current certification in basic first aid and basic CPR as required by applicable licensing requirements or other local regulations. The church will pay the cost of this training.

Volunteer workers are encouraged but not required to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

## **Children's pick-up**

Children who are twelve years old or older are permitted to leave the area of the church activity at the conclusion of the scheduled activity without further supervision of the workers unless otherwise instructed by the parent or guardian.

If a child younger than twelve is not picked up by their parent or guardian on time, they will be kept by their teachers in the children's area where safe supervision can be continued until the parent or guardian is located.

A child of twelve years or younger shall not be taken from or allowed to leave church property, either unattended or in a group without specific parental permission.

## **Worker Training and oversight**

Each worker will be given a copy of the legal definition of Child Abuse and Neglect and the Child Protection Policy. Workers are asked to sign a statement indicating they have received and read both items before they can begin working with children. The ministerial staff member responsible for each division shall coordinate with the respective ministry coordinators to ensure ongoing supervision of all workers.

## **Release of Claims**

Prior to any activity away from the church a Release of Claims or Permission to participate will be necessary to be signed by the children's parent or legal guardian. Without the form signed and in the possession of the church, the child will not be allowed to participate in the away activity.

## **Policy Review**

The minister or staff member responsible for each division shall periodically review the definition of child abuse and neglect as defined by law and the church's policy concerning these crimes. These reviews can be conducted either with the workers individually or in groups.

# **Reporting Allegations**

## **Reporting Policy**

It is the policy of the church to report any incident of child abuse or neglect toward any child in the church. This would include participants in temporary childcare programs.

All adults working with children or youth at Presbytery events, church events or meetings should be made aware of the incident reporting procedure by the organizers/planning committee of the event. Allegations are to be reported to the designated contact person at the church or event.

- Do not treat any suspicion as frivolous.
- Notify the staff member in charge or event organizer's designated contact person immediately.
- The contact person is to notify immediately the pastor and Child Protective Services.
- The accused person will be suspended from performance of duties until the official investigation has been completed.
- Cooperate fully with law enforcement officials. The pastor or agent will inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal a prudent response.
- In an instance where child abuse is confirmed, the church will immediately dismiss the worker from their position.
- In the instances where evidence is inconclusive, the church should take action with the advice of law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.
- The pastor will determine the amount of information he believes is appropriate to relate to the congregation. Usually commenting on an ongoing investigation is not wise.
- Any accusation made after the event is over should be directed to the pastor.
- **Confidentiality**  
Longview EPC shall at all times maintain the confidentiality of all information obtained regarding the suspected abuse or neglect of a child.
- **Parental Notification**  
If an incident has occurred on church property or during a church-sponsored event, the parents of any minor involved in any allegation of abuse shall be immediately notified. If a parent is the alleged abuser, then CPS should be contacted rather than the parents.
- **Potential Responses**  
Upon any report of potential or alleged child abuse by an employee or volunteer of Longview EPC, any individual accused of such conduct may be temporarily relieved of any duties involving youth or children pending an appropriate investigation.

## Actual Reports

Any person or worker having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report the person's belief. Non-accusatory reports, that identify the victim whether or not the person responsible for the abuse is known, must be made to the local or state law enforcement agency or to the Texas Department of Human Services as follows:

1. An oral report must be made immediately on learning of the abuse or neglect.
2. Notify the pastor as quickly as possible.
3. A written report must be made within five (5) days to the same agency.
4. All reports must contain the name and address of the child, the name and address of the person responsible for the care of the child and any other pertinent information.
5. The pastor or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
6. The pastor or his agent will notify the session so that appropriate legal counsel will be notified.
7. The pastor or his agent will notify the church's insurance agent that an abuse report has been filed with the appropriate local or state agency.
8. All reports or information will be held in confidentiality and preserved until all criminal and civil investigations and actions have been completed.

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation.

The pastor, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

## Code of Conduct

1. Staff and volunteers are required to adhere to the Longview EPC Youth Protection Policy guidelines in all their interactions with children and youth.
2. 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. 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, other children, or staff from harm.
5. While supervising children and youth participating in Longview EPC programs, staff, and volunteers should know where participants are at all times.
6. Restroom supervision: Whenever possible, volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children and youth to use the facilities. Always send children in pairs with a volunteer. The staff or volunteer will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff or volunteer (not being alone with a child). Staff and volunteers shall strongly encourage parents to take children to the restroom whenever possible.
7. Diapering and potty training should be done primarily by staff members/paid caregivers. Volunteers may be asked to help in certain situations and should follow posted nursery guidelines when performing diapering.
8. Staff and volunteers should be alert to the physical and emotional state of children. Any signs of injury or possible child abuse must be reported according to the Longview EPC Child Protection Policy.
9. Staff and volunteers are discouraged from being alone with children or youth without parental permission.
10. Consuming, using, possessing, or being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.

11. Impaired by legally prescribed drugs while working/volunteering with children/youth is prohibited.
12. Smoking or use of tobacco *in the presence of* children, youth, or parents while working or volunteering is prohibited.
13. Staff and volunteers need to make certain they release children only to those authorized by the child's parent/guardian
14. 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.
15. Staff and volunteers will be mindful of the content on any portable electronic device, social networking pages, or other electronic media that might be accessible to any children and youth.
16. Staff and volunteer adult and youth leaders shall wear appropriate attire when volunteering with children and/or youth.
17. Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.
18. Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will complete any required education on the subject.
19. Staff and volunteers are required to report any concerns or suspicions regarding their observations of any individual's interaction with a child. Except for concerns related to alleged or potential abuse, which require specific immediate reports, these concerns should be reported to the director of that ministry. If that does not resolve the issue, it should be reported to the Executive Director of Operations or the Senior Pastor.
20. If it is necessary for an adult to take a child or youth home after an event, all staff and volunteers shall abide by safe driving laws when transporting children or youth. An effort should be made to contact the family and inform them of the situation before transporting the child or youth. It is always advisable for leaders to give parents advance notice and full information regarding the event in which their child or youth will be participating. Every effort should be made to maintain two-deep leadership for transportation, and if not possible, have another child present or call/text parents at departure to document time and communications regarding transport of the youth.
21. In the event that a one-on-one child/youth to adult scenario arises, i.e., unexpected transportation needs, or otherwise, parent permission should be granted in writing or by phone/text when possible.

## **PROHIBITED ACTS**

"The following acts are prohibited by this Policy and will not be tolerated or accepted during any Longview EPC Activity or Program. Any observations or personal knowledge of such violations must be immediately reported to the Pastor of EPC Longview, Director of the Event or Program, or designated program staff after the safety of the child, children, or youth involved has been assured.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child or youth;
- Sexual advances or sexual activity of any kind between any adult and a child or youth;
- Sexual advances or sexual activity of any kind between a youth and a child;
- Infliction of physically abusive behavior or bodily injury to a child or youth;
- Physical neglect of a child, children, or youth, including failure to provide adequate supervision in relation to the activities of the presbytery;
- Causing mental or emotional injury to a child, children or youth;
- Possessing obscene or pornographic materials at any function of EPC Longview
- Consuming or being under the influence of alcohol or any prohibited substance while leading or participating in a children's or youth function.

## **Consequences**

- Any Person accused of committing a Prohibited Act, whether a staff member, employee, Member, or volunteer, will immediately be reassigned to responsibilities without direct child contact. If investigation supports the accusations, the accused person will be suspended from participation in all children's and youth activities and programs of Longview EPC. Such suspension shall continue during any investigation by the church and/or law enforcement or child protection agencies.
- Any person found to have committed a Prohibited Act shall be prohibited from future participation in children's and youth activities and programs of Longview EPC. If the person is a staff member or employee of the presbytery, such conduct may also result in termination of employment.
- As required by Texas law, all reports of abuse will be forwarded in a timely manner by Longview EPC to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Child Protection Policy.
- Failure to timely report a Prohibited Act to the designated person shall be considered a procedural violation of this Child Projection Policy and shall be grounds for termination of employment of a staff member or employee and suspension and dismissal from participation in all children's and youth activities and programs of Longview EPC by any person.
- When the allegations involve a member of the clergy, the provisions Longview EPC "Guidelines for Responding to Allegations of Clergy Sexual Misconduct" will be put into operation and the guidance of the church's discipline will be followed.

## **Medical Emergency Policies and Procedures**

- Minor medical supplies will be stored in the Office Area of the church.
- Medical release forms will be completed prior to travel on Longview EPC sponsored trips and events.
- Injuries to children during church school or church sponsored events will be reported as follows:
  - Assess the need for treatment.
  - Notify the Church Staff, Youth Director or Pastor who will notify the parents by phone
  - If medical attention is required, the child will be taken to the nearest Hospital or Emergency Room.
  - A report form for injuries will be completed.
  - The Church Staff will notify the insurance carrier.
  - Medical attention for minor cuts and abrasions will be available in the Church office.

## **Sick Child Policy**

It is our desire to provide a healthy and safe environment of all the children at Longview EPC. Parents are encouraged to be considerate of other children when deciding to place a child in the nursery or childcare. In general, children with the following symptoms should not be left:

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

Children who are observed by our workers to be ill will be separated from the other children and the parent or guardian will be contacted for child pick up as soon as possible.

## Off-Site Trips and Events

### Permission Forms

Parent/Guardian Permission Forms and Medical Consent Forms must be completed prior to all trips. The two-adult rule must be followed throughout the trip, with any foreseeable exceptions clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirements of the planned activities. Under no circumstances may one adult alone take or accompany minors on an overnight outing.

### Rooming Arrangements

- Rooming arrangements should provide for children and youth of the same sex to room together and adults of the same sex to room together.
- Ordinarily, adults should not share rooms with children. An individual minor may share a room with an individual adult if the two are related (parent/child), or if written permission has been granted prior to the event by a parent or guardian (in such cases as Intergenerational Mission Trips).
- In situations where one large sleeping area is provided, two adults of the same sex shall accompany children or youth of the same sex.

### Medical

- Each child, youth, adult volunteer, and staff must submit a completed medical/insurance form. Each minor's forms must have a parent or guardian's signature.
- Whenever possible, all activities with children and youth shall have a staff or volunteer adult leader with current-certification First Aid/CPR training.
- Group leaders should have a copy of all medical forms for overnight or off-site events. These forms will be kept on the event site for the duration of the event.
- First Aid supplies will be available on the event site. All workers will be informed of the location of First Aid supplies/equipment and shall have access to information concerning specific medical conditions and concerns of participants.
- A written report will be completed in the case of any accident, medical emergency, or injury.

### Driving Rules/Travel

- It is suggested that all drivers of children and youth be over 21. In situations where this is not possible, parent permission shall be obtained before the trip and vehicles shall travel together.
- When one vehicle is used for an event, the two-leader rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event and two leaders are not available for every vehicle, keeping the other vehicle in sight at regular intervals is an acceptable substitution for the two-leader rule. In most situations, use of the church buses is preferred over multiple personal vehicles.
- Seat belts will be provided for all passengers unless in a bus.

### Outside Groups

All leaders of non-Longview EPC sponsored groups and events that use Longview EPC's facilities and supervise children and youth are expected to adhere to these policies and procedures. Upon receipt of the policy from Longview EPC, the leaders must review the Child and Youth Protection Policy and sign the Outside Group Leader's Release Form to acknowledge their review of it and to confirm their agreement to follow the policy. This includes, but not limited to, groups such as: Boy/Girl Scouts, Bible Study Fellowship, Great Banquet, and Awakening groups renting church space for regular ministry activities or meetings, and visiting ministry groups.

Given the nature of the outside groups that use Longview EPC's facilities, Longview EPC will not perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups.

It is not the intention of this policy to apply to events occurring at the church such as weddings, graduation open houses, birthday parties, or other one-time uses of the church for non-ministry purposes.

## **Children/Youth Worker Acknowledgement and Agreement**

I have read and understand the Longview EPC's Children/Youth Protection Policies and Procedures, and agree to follow them completely. As far as I know there is no reason I should not be eligible to participate as a volunteer with youth and children.

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Signature

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Date

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Printed Name