

Safe Haven Policy

1. Cover Page
2. Safe Haven Training of Staff and Volunteers – Overview
3. Covenant Statement/Safe Haven Training Sign Off Form **Mandatory to sign**
4. Authorization of Background Screening **Mandatory to sign and date – Form only needs to be signed and dated – the rest will be done online from a link from Trusted Employees**
5. Knox Volunteer Application / Required Consents and Waivers **Mandatory for volunteers**
6. Employee Required Consents and Waivers **Mandatory for employment**
7. Definitions
8. Definitions continued
9. Screening Procedures
10. Supervision Guidelines
11. Adult and Child Personal Interaction
12. Adult and Child Personal Interaction continued
13. Necessary Participant Information
14. Overnight Activities & Transporting Children
15. Driver Information Form **Mandatory to drive, must be over 25**
16. Emergency Responses
17. Discipline
18. Behavior Incident Report Form
19. Accident/Illness Response
20. Accident & Illness Report Form
21. Response to Suspected Abuse or Neglect
22. Response to Suspected Abuse or Neglect continued
23. Suspected Child Abuse Incident Report Form

New Updates to our Safe Haven Policy (5/1/2019)

- New Volunteers will need to shadow/be with a veteran volunteer for the first 6 months of volunteering.
- All volunteers must submit their application/paperwork a minimum of one week prior to the program in which they are volunteering.
- After you submit your application (Only need to sign and date form), a link will be sent to you from **Trusted Employees** to complete the necessary information to perform a background screening.
This must be completed before you can volunteer.
- Information with your social security # will be shredded once the link has been opened.

Safe Haven Training of Staff and Volunteers - Overview

A copy of the Knox Presbyterian Church Safe Haven Policy will be provided to all staff members and volunteers who work directly with youth and children prior to starting work or soon after. They will also sign that they have read and agreed to be bound by the necessary documents which will be retained in accordance with the record retention policy. In addition, guidelines will be given for acceptable and appropriate behavior while working with youth and children. The following documents/trainings should be reviewed with the corresponding position.

Documents/Areas to be reviewed	Working with Children/Youth					All
	Volunteers Under 18	Volunteers Over 18	Volunteer: Program Leaders, Mentors, Chaperones	Volunteers providing church-sponsored transportation	Paid staff	Clergy staff
Covenant Statement	M	M	M	M	M	M
Definitions	M	M	M	M	M	M
Screening Procedures		M	M	M	M	M
Knox Volunteer Application Required Consent & Waivers	M	M	M	M	M	M
Knox Employee/Staff Required Consent and Waivers					M	M
Supervision Adult and Child Personal Interaction Guidelines	M	M	M	M	M	M
Necessary Participant Information			M		M	M
Overnight Activities		M	M		M	M
Transporting Children	M	M	M	M	M	M
Driver Information Form				M		
Emergency Responses	M	M	M	M	M	M
Discipline	M	M	M	M	M	M
Behavior Incident Report		M	M	M	M	M
Accident / Illness Response	M	M	M	M	M	M
Accident / Illness Report Form		M	M	M	M	M
Response to Suspected Abuse or Neglect	M	M	M	M	M	M
Suspected Child Abuse Incident Report Form		M	M	M	M	M
First Aid and CPR Training					M	M
Acknowledgement of Mandated Reporter Status (Clergy)						M
Acknowledgement of Mandated Reporter Status (Non-Clergy)					M	
Presbytery of Chicago's Workshop						M
Aligning Our Hearts to True North: The Presbytery of Chicago's Sexual Misconduct Policy (except Children's Day Out staff)						M

M = Mandatory

Covenant Statement/Safe Haven Sign Off Form

The congregation of Knox Presbyterian Church, 1105 Catalpa Lane, Naperville, Illinois 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.

In keeping with the covenant of Baptism, we have committed ourselves and our resources to the nurturing of our children. We understand that children cannot grow in faith and in wisdom when they are frightened, distrustful, anxious, or depressed. They cannot learn to love and trust God when those who represent God to them are unloving and untrustworthy.

While working with children in this congregation, I agree to observe and abide by all church policies and to conduct myself in accordance with the principles named above regarding working in ministries with children and youth, to participate in training and education events provided by the church related to my volunteer assignment, and to report promptly accidents, behavior incidents and suspected child abuse or neglect to the church staff member who supervises my work or church Elder of Session Council that oversees my work.

By signing below, I attest that I have completed the Knox Presbyterian Safe Haven Training program and I agree to abide by the policies and processes contained within.

Signature of Applicant_____

Print full name_____

Date_____

AUTHORIZATION OF BACKGROUND INVESTIGATION

I have received, read, and understand:

- The Disclosure of Background Investigation;
- The federal governmental notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act";
- The document entitled "Additional State Law Notices" (and if a California applicant, the Notice Regarding Background Investigation Pursuant to California Law).

My signature below indicates my authorization for _____ ("the Company") to obtain consumer and/or investigative consumer reports about me from a consumer reporting agency in considering me for volunteering, promotion, assignment, reassignment, retention, discipline, or other volunteer purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, if employed by the Company, this authorization will remain in effect throughout the term of my volunteering, or to the extent allowed by law.

California, Minnesota, and Oklahoma Applicants/Employees Only: Please check this box if you would like a free copy of the consumer or investigative consumer report prepared on you? ☐ Yes ☐ No

Would you like your copy sent via e-mail for faster delivery? ☐ Yes ☐ No

E-mail

Address: _____

Date: _____

Signature: _____

PERSONAL DATA NEEDED FOR BACKGROUND CHECK—PLEASE COMPLETE

First Name	Middle Name	Last Name
Street Address	City	State
	Zip Code	Phone
Date of Birth	Social Security Number	Driver's License Number
		State of License

List any other cities and states in which you have lived during the previous 7 years.

List any other LAST NAMES you have used during the previous 7 years and/or for higher education).

Knox Volunteer Application/Required Consents and Waivers

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Date: _____

Are you over 18? Yes ☐ No ☐

Name: Last _____ First _____ Middle _____

Address: _____ Birth Date: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact: Name _____ Phone _____

Have you ever been convicted of a criminal offense? Yes _____ No _____

Do you currently have any criminal actions pending in which you are the defendant? Yes _____ No _____

Are you currently on probation or parole? Yes _____ No _____

If you answered yes to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

Please read this form carefully. Please be aware that by agreeing to allow Knox Presbyterian Church to conduct a criminal background check you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review. Knox will not use this information to perform a credit check or retrieve any credit history. You have the right to review the results of any background check and appeal information found within. All results are considered confidential and will be securely stored. I, the undersigned, do hereby certify that the information I have provided on this volunteer application is true and correct. I understand that completion of a criminal background check may be a condition of my volunteerism with Knox Presbyterian Church, and I consent to Knox performing a criminal background check. I give Knox permission to use my image in its internal and external publications and on its website. I do hereby fully release and discharge Knox Presbyterian Church, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may occur to me on account of the results of any aspect of the criminal background check or during the course of my volunteer activity.

I have read and fully understand this Waiver and Release of all claims.

Signature: _____ Date: _____

Printed Name: _____

Volunteers over the age of 18 are required to complete the background screening process.

Please return this form by mail (c/o Office Manager - Confidential) or drop in the Office Manager's lockbox in the front stairwell by the Reception Area.

Office Use Only

Screening Process: Applicant Link Sent

☐

Screen Process Completed

☐

Knox Employee/Staff Required Consents and Waivers

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Date: _____

Name: Last _____ First _____ Middle _____

Address: _____ Birth Date: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact: Name _____ Phone _____

Have you ever been convicted of a criminal offense? Yes _____ No _____

Do you currently have any criminal actions pending in which you are the defendant? Yes _____ No _____

Are you currently on probation or parole? Yes _____ No _____

If you answered yes to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

Please read this form carefully. Please be aware that by agreeing to allow Knox Presbyterian Church to conduct a criminal background check you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review. Knox will not use this information to perform a credit check or retrieve any credit history. You have the right to review the results of any background check and appeal information found within. All results are considered confidential and will be securely stored. I, the undersigned, do hereby certify that the information I have provided on this form is true and correct. I understand that completion of a criminal background check may be a condition of my position with Knox Presbyterian Church, and I consent to Knox performing a criminal background check. I give Knox permission to use my image in its internal and external publications and on its website. I do hereby fully release and discharge Knox Presbyterian Church, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may occur to me on account of the results of any aspect of the criminal background check or during the course of my employment.

I have read and fully understand this Waiver and Release of all claims.

Signature: _____ Date: _____

Printed Name: _____

Please return this form by mail (c/o Office Manager - Confidential) or drop in the Office Manager's lockbox.

Office Use Only

Screening Process: Applicant Link Sent

☐

Screen Process Completed

☐

Definitions

Child: A person under the age of 18 years

Youth: A child who is in their teens and a high school student, between 13 - 18. A youth will be considered an adult only for ratio purposes when they are in a volunteer capacity i.e. VBS *group leader or assistant, nursery volunteer, Sunday School Teacher.*

Adult: A person 18 years old or older

Director: Church staff member supervising or responsible person for a program/event

Driver: An adult who is 25 years or older and is driving a car or 15 passenger van

Pastor: An ordained Minister of the Word and Sacrament

Program Leader: Adult (at least 21 years old) coordinating and supervising program or event – staff or volunteer, includes Sunday School Superintendents, Fitness Leaders, etc. This adult must have completed training and screening as policy spells out.

Staff: Employee of Knox Presbyterian Church

Volunteers: Any person who assists supervisory staff in executing ministry programs or events and has direct contact with minors in their role, including but not limited to Sunday School and Confirmation teachers, youth mentors, and drivers transporting minors and overnight chaperones. This adult must have completed training as policy spells out.

Mandated Reporter: Staff, clergy or volunteer who work with children in the course of their duties are required by law to report suspected child abuse or neglect.

Criminal Background Check: Inquiries made through a third party to obtain criminal history. Criminal Background checks do not include credit history.

Activity: A program or event sponsored by or under the control of Knox Presbyterian Church.

Electronic Interactions: All communications between people using electronic means, i.e. texts, email, social media.

Accident:* Injury resulting from accidental actions.

Incident:* Situation resulting from negative behavior.

*Abuse**: Conduct that harms a child physically, sexually, or emotionally. Abusive behavior includes inappropriate aggression, sexual contact, verbal harassment or negligence. There are generally three types of Abuse:

1. Physical Abuse involves a person deliberately and intentionally causing bodily harm to a child. Examples are hitting with hands or an object, shaking a child, etc.
2. Sexual Abuse generally is considered to be sexual contact between an adult and a child. Sexual abuse may involve but is not limited to sexual intercourse or fondling, ongoing pattern of sexual talk, exposure to sexual material inappropriate for the child's age. The behavior may or may not involve touching. Sexual contact or interaction between an adult and a child is always considered forced and abusive whether or not consented to by the child.
3. Emotional Abuse or psychological maltreatment is generally considered to be a pattern of behavior that results in emotional disturbance in a child. It may involve but is not limited to humiliating punishment, convincing a child he/she is bad or incompetent.

*Neglect**: The failure of a parent or responsible caretaker to provide the basic needs of a child. This may involve but is not limited to inadequate supervision, clothing, shelter, medical care or food or exposing a child to physical danger.

* All records pertaining to reports of an accident, incident or suspected abuse or neglect are to be kept confidential.

Screening Procedures

Screening procedures will be followed for all employees and adult volunteers working with children.

Eligibility

- All volunteers including those who will be youth mentors, drivers who will be transporting minors, and/or chaperones for an overnight activity will complete and sign the Knox Volunteer Required Consents and Waivers form.
- Employees/Staff will complete and sign the Knox Employee/Staff Required Consents and Waivers form
- Volunteers are required to shadow another volunteer for the first 6 months if they are new to Knox.

Process

- The background check should be performed by the Office Manager within seven days receiving of the application for employees/staff.
- After completion of the criminal background screening, the portion of the Background Investigation Form containing the volunteer's social security number will be cut off the form and destroyed by shredder. At no time will a volunteer's SSN be retained by Knox Presbyterian Church.
- All applicants have the right to appeal information returned from a background check. Appeals should be directed to the Head of Staff.
- All information gathered in the screening process will be kept in a secure location and will be kept strictly confidential, with access permitted only to the Office Manager, Director of Children and Family Ministries and Head of Staff.
- After 36 months, volunteers and staff will be asked to renew their Knox Volunteer Application and Safe Haven Policy Training.

Adults who are not acting as volunteers may attend an open or group activity at the discretion of the program leader.

Supervision and Adult/Child Personal Interaction Guidelines

Ratios

The following ratios are staffing guidelines and the best effort should be made to maintain these ratios. The number of children in each age group counts towards the maximum allowed in subsequent older age groups. In addition to having one staff member or program leader in the vicinity of the event/program, at least one other adult needs to be present to insure 2 adults are at every event/program. A reasonable effort should be made to maintain the following ratios for the number of adults to children:

Age / School Grade of Children	Maximum # of children per one adult	Maximum # children per one adult for Overnight Events
0 to 24 months	5	n/a
2 through 3 years	8	n/a
4 through 5 years	10	n/a
Grades K – 2	10	n/a
Grades 3 – 5	10	8 (on-site only)
Grades 6 – 8	10	10
Grades 9 – 12	10	10

Guidelines

1. If a group of children must be left in the care of one adult for a brief period, there must be visibility into the room.
2. There must be at least three years of age difference between the oldest child and a volunteer. (For college age volunteers working with High School youth, this age difference may be two years but this is at the discretion of the Director of that program).
3. Volunteers may be under 18 years old but only count toward the count of adults if they are under direct supervision of a program leader.

Child Security Policies

1. The program leader for a scheduled activity should arrive prior to start of the activity.
Children should not be dropped off in a classroom without responsible adults present.

Supervision will be provided until all participating children are picked up at the end of the program by parents, guardians or persons authorized by parents or guardians.

2. Drop-off and Pick-up:

a) Children in Nursery/Childcare:

- i. We require that a parent or guardian or adult authorized by parent/guardian sign in child at drop off and are offered a pager. At pick up, a parent or guardian or adult authorized by parent/guardian must sign out the child before a child will be released to them.

b) Children in Grade 2 and younger but not in childcare:

- i. Children in Sunday classes for Grade 2 and younger are to be picked up from their classroom by parent/guardian/authorized adults.

c) Children in Grades 3 and older:

- i. With the exceptions listed below, we do not require that children of this age be signed in and out by a responsible adult. Children of this age may be released independently of their parents/guardians at the end of the program.

d) Children's' Day Out

- i. Participating children are dropped off at their classroom with a teacher (staff). Parents/caregivers provide a contact number for use while in session and note who will be picking up their child. At registration parents provide a list of designated people who have their permission to pick up their child in their absence.
- ii. During winter months parents/caregivers have the option and have given permission to Children's Day Out staff to use car drop-off at the Catalpa entrance.
- iii. During the course of the Children's Day Out day, classroom doors are locked whether children are in the room or elsewhere in the building. When moving about the building children are supervised by 2 Children's Day Out staff.

e) Exception

- i. If a parent/guardian makes a written request for an alternate method of drop off and pick up.
- ii. When Sunday School is in session, children who sit with their parents/guardians/authorized adults in the worship service and leave the service to meet up with their teachers do not need to be signed in and out.

Adult/Child Interaction

1. Ministers of the Word and Sacrament are required to abide by "Aligning Our Hearts to True North: The Presbytery of Chicago's Sexual Misconduct Policy".
2. Interaction between an adult, who is **not** a Minister of the Word and Sacrament/Director of Ministry, and a child will happen in due course during programs, events, worship and general comings and goings within a church. In all these instances, one to one interactions between an adult who is **not** a Minister of the Word and Sacrament/Director of Ministry and a child are to be in view of other people. This includes all electronic interactions.
3. In the course of working with children you may find yourself being asked for counseling advice. All counseling concerns are to be referred to a Pastor or Program Director.

4. At no time shall anyone working with children and youth pursue a dating or romantic relationship with children and youth.

Practices to meet diaper changing and bathroom needs

1. Diaper Changing:
 - a) Adult volunteers, staff and teenage volunteers may change children's diapers. Two caregivers must be in the room when diapers are changed at a classroom or nursery changing table. Changing tables are to be in full view of the room.
2. Children and the bathroom:
 - a) For Preschool children in classrooms with shared bathrooms: If a child needs assistance in the bathroom, a staff member, adult or teenage volunteer may enter to assist, leaving the bathroom door open.
 - b) For Preschool children in rooms without bathrooms: Staff, adult or teenage volunteer will escort a group of children (never just one) to the hallway bathroom. Bathroom door will remain open. If assistance is needed, the staff, adult or teenage volunteer may assist with the stall door remaining open.
 - c) For children in Kindergarten to Grade 2, an adult will escort a group of children (at least two children) to the bathroom and remain outside.
 - d) For children in Grade 3 and older: This age child may leave the room with the consent of the adults to go to the bathroom on their own. It is the adult leader's decision whether to send this age to the bathroom with a buddy or buddies.

Proper Display of Affection

Adult physical contact with children should be age and developmentally appropriate.

1. Hugs – Avoid initiating full contact, body to body hugs.
2. Kisses – Do not initiate kisses and avoid receiving kisses from children.
3. Lap Sitting – Appropriate sitting on laps may occur with children age 5 and younger. Discourage school-age children from sitting on your lap.
4. Casual Touch – Gentle contact during activities may be on children's heads, shoulders, arms and hands.

Use of Facility

When using the church's facility, safety is the first consideration.

1. The staff, superintendent, or program leader for a program or event will determine that all equipment to be used in a program or for an event is age-appropriate and is in good working condition.
2. Use of rooms or areas within the facility will be appropriate to the space and its intended purpose.
3. If there are children in a room, the window in the room's door must allow unobstructed sightlines into the room or the door must remain open. The door window must provide clear view into the room.

Necessary Participant Information

1. Online registration must be completed by parents for their children or youth participating in programs or events where children or youth will be independent of their parents. The only exception is Sunday School which does not require registration.
2. Online Registration must include:
 - a) Parental permission to participate in program or event and Knox Presbyterian Church liability release statement appropriate to program/event
 - b) Request for information on allergies and medical conditions
 - c) Request for emergency contact information including phone numbers where parents can be reached.
 - d) Request for medical insurance information and permission for child to receive medical treatment in the event of a medical emergency.
 - e) Request for permission to use participant's image in internal and external publications and on our website
3. For offsite activities both during the day or overnight, all release and permission information required by the host site will be obtained.
4. Registration information is considered confidential and would be in possession of the appropriate leader(s) during the program/event. After the event online registration information is retained in a secure database.
5. Children's Day Out requires paper registration materials and those are retained for 5 years.

Overnight Activities

- a. All overnight activities must be pre-approved by the appropriate staff member and appropriate council of Session.
- b. A church staff member must be in attendance. Staffing Guidelines will be followed.
- c. A child's current medications and dosage being taken on a daily basis must be provided. If this medication is a prescription, it is to be in the original prescription container.

Transporting Children

- a. All drivers must be 25 years old or older and have a completed and current Driver Information Form with a copy of a valid driver's license and proof of insurance on file with the Knox office.
- b. The number of occupants per car is not to exceed the number of occupant restraint devices and there must be at least two occupants in addition to the driver unless the occupants are a parent with his/her own child.
- c. Whenever possible, transportation of children should begin and end at Knox.
- d. Occupant restraint devices must be used.
- e. Any child requiring a child seat is to be transported by his/her parent.
- f. When an event requires a bus or 15-passenger van, the event must be staffed per guidelines and at least two adults from Knox must be in the bus or van.
- g. At no time is there to be one adult and one child in a vehicle together.

Driver Information Form

To be completed by Adults who will transport children/youth
as part of a church program or event.

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Please attach copies of:

Current driver's license & Proof of Insurance (Illinois Insurance Card)

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Driver's License Number: _____

Are you 25 years old or older? _____

Have you read the current Knox Safe Haven Policy, signed the policy's Covenant Statement, and completed a Knox Volunteer Application Form? _____

Vehicle Make and Model: _____

Vehicle's max # of passengers (including driver, all with proper safety restraints): _____

Is your vehicle in good repair and equipped with appropriate safety restraints? _____

Have you ever had your driver's license revoked or suspended? _____

If so, please explain: _____

Have you ever been convicted of a DUI? _____

When transporting children/youth, I agree to:

Obey all traffic regulations, including speed limits and safety restraint requirements.

Transport no more than the number of persons my vehicle is equipped to carry.

Not drive when under the influence of alcohol or performance-impairing drugs.

Signed: _____

Attest Statement

Under penalty of perjury, I affirm that the information given above is true, complete, and correct.

Signed: _____ Date: _____

Emergency Responses

Fire

In case of a fire or fire drill, remain calm, line up children. Architectural plans of egress are posted around the building, please make yourself familiar with them.

In case of fire: Assess where fire might be and move outdoors to farthest and safest area potentially across Basswood Dr. One volunteer leads the group while another volunteer follows the group. When you hear the alarm, exit the building in an orderly fashion and go to the sidewalks near the street. Volunteers should confirm all children present when you are outside. You must wait outside until an all clear signal is given, from the program leader or firefighter, to return to the building.

Tornado

In case of a weather emergency: Upstairs rooms should come downstairs to Sanctuary bathrooms or basement. Confirm all children present when you are downstairs. You must wait downstairs until an all clear signal is given to return.

Lockdown

In case of lockdown: Lock any doors you are able to. Children and volunteers should huddle together out of direct sight of outside windows and interior doors. Consider what furniture you might be able to move to block view or cover windows.

Discipline

All interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and corrections.

Physical Discipline

1. Physical discipline will not be used. No one will ever spank, hit, grab, shake, or otherwise use physical discipline on a child.
 - a. In the event of one child harming or threatening to harm another person or themselves, adults may use physical restraint in proportion to the threat.

Behavior Incident and Response

1. A behavior incident is defined as:
 - a. Behavior that continues to disrupt a classroom/activity after several warnings
 - b. Physical violence or threatening behavior
 - c. Behavior that jeopardizes the safety of the individual or others
2. Behavior incident response:
 - a. If a behavior incident occurs an Incident Report is to be completed by program leader or staff and signed by a parent/guardian.
 - b. These forms are in the First Aid areas.
 - c. The report is to be given to the appropriate staff member if they were not party to writing the report. The staff member is to make a follow up call to the parent/guardian within a reasonable time. After this follow up call, the Incident Report is to be put into a secured file kept by the Financial Secretary per the record retention policy.
3. If a Behavior Incident results in injury, an appropriate Accident Response should be followed.

Special Note for Trip Chaperones

1. Trip chaperones should monitor behavioral expectations regarding curfews, drugs, alcohol, fraternizing, bad language and other unacceptable behavior. Infractions should be reported to the staff person supervising the trip. Any disciplinary action taken by the supervising staff person should take into account the individual facts of each case and the person(s) involved. Report and document incident as outlined above.

Behavior Incident Report Form

To be completed in the event of a Behavior Incident as defined in Safe Haven Policy.

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Name of person completing form: _____

Phone #: _____ () Staff () Volunteer () Other: _____

Your job as staff or volunteer: _____

Signature: _____ Date: _____

Date of Incident: _____ Date Report Completed: _____

Name & Age of Child / Children Involved: _____

Description of Incident (include location): _____

Did incident result in injury? () No () Yes

Nature of injury* resulting from incident: _____

* If injury requires medical attention, an Accident Report Form must also be completed.

First Aid Administered, include by whom: _____

Explain how incident was resolved: _____

Name of adult who witnessed the incident: _____

Name of adult supervising activity: _____

Parent must be told of an incident if it caused an injury.

Was a parent / guardian made aware of incident? () No () Yes, If yes, complete following:

Parent's / Guardian's Name: _____

When was Parent / Guardian contacted?: _____

Contact Phone #s: _____

Parent's / Guardian's Signature (if contacted): _____

Parent's / Guardian's comments/concerns: _____

Accident/Illness Response

- a. In the event of an injury or illness requiring first aid, the child is to be given first aid as soon as possible.
 - i. In or around the church facility: First Aid kits are to be kept in a labeled drawer in the large kitchen, Staff Kitchen, Kitchen in Middle School Area, Kitchen in Senior High Space, Staff Workroom, Maintenance Office, volunteer space, the coffee bar and the Sunday School supply room. These First Aid areas are to be maintained by the Children's Ministry Council.
 - ii. Smaller First Aid Kits are located around the church as well where children's Sunday School is held as well as the nursery. These First Aid kits are to be maintained by the Children's Ministry Council.
 - iii. If the activity is offsite, a First Aid kit is to be in the possession of one of the leaders of each group of children.
- b. In the event of an injury/illness requiring medical attention (emergency and non-emergency), an Accident Report is to be completed by program leader. These forms are in the First Aid areas. Parent/guardian is to be contacted.
- c. An Accident Report is to be given to the appropriate staff member if they were not party to writing the report. The staff member is to make a follow up call to the parent/guardian within a reasonable time. After this follow up call, the Accident Report is to be put into a secured file kept by the Financial Secretary.
- d. If the injury/illness is a medical emergency, call 911. The child is to be monitored by an adult at all times. Parent/guardian is to be contacted. If parent/guardian is not present, the program leader is to consult child's registration for medical information and medical insurance details. If the child needs to be transported to an emergency facility and their parent/guardian is not present, the program leader is to assign an adult known to the program leader to accompany the child to the emergency room. Or this adult may assume the program leader's responsibilities so that the program leader can accompany the child. Whenever possible, the adult designated by the program leader should be a church staff member.
- e. In the event non-emergency care is needed when offsite, the guidelines of Transporting Children as described earlier are to be followed.

Transporting Children

If children need to be transported, all drivers must be 25 years or older and completed the current Driver Information Form with a copy of a valid driver's license and proof of insurance on file with the Knox office. When an event requires a bus or 15-passenger van, the event must be staffed per guidelines and at least two adults from Knox must be in the bus or van. The number of occupants per car is not to exceed the number of occupant restraint devices and there must be at least two occupants in addition to the driver unless the occupants are a parent with his/her own child. Whenever possible, transportation of children should begin and end at Knox and restraint devices and at no time should there be a one adult and one child in a vehicle together.

Staying Safe When Meeting Online

At times, meetings may be hosted virtually and will be open to the congregation as well as nonmembers from our community. As part of our ongoing commitment to providing safe environments for everyone, we have developed the following guidelines for our online gatherings.

- To join any of our children's or family groups, contact ehartman@knoxpres.org or the church office at (630) 355-8181.
- If using Zoom, the waiting room feature should be utilized and participants will be muted upon entry. There should be at least two adults on the call. Leaders have the ability to limit who enters the meeting and can block access or force someone with inappropriate behavior to leave the meeting.
- All children should have parent/guardian supervision during an online meeting
- Both parent and child permission must be granted for a meeting to be recorded

Accident & Illness Report Form

To be completed in the event of an accident or illness requiring medical attention.

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Name of Child: _____ -- _____

Date of Accident or Illness: _____ Date Report Completed: _____

Description of accident or of how child's illness came to your attention (include location) :

Nature of injury or illness: _____

Was 911 called? () No () Yes

First Aid Administered / Action Taken, include by whom: _____

Child taken to hospital? () No () Yes, by Ambulance () Yes, by Parent

Parent's / Guardian's Name: _____

When was Parent / Guardian contacted?: _____

Contact Phone #s: _____

Name of person completing form: _____

Phone #: _____ () Staff () Volunteer () Other: _____

Your job as staff or volunteer: _____

Signature: _____ Date: _____

Follow Up Information (to be completed by a Knox Staff member)

Name & Title: _____

() Initiated this report () Received report - Date: _____

Follow-up Call made to Parent / Guardian, made by above Knox Staff member:

Date: _____ To whom did you speak?: _____

Notes:

Report received by Financial Secretary on: _____

Financial Secretary's Signature

Print Name

Report received by Financial Secretary on: _____

Financial Secretary's Signature

Print Name

Response to Suspected Abuse or Neglect

Any staff member or volunteer having knowledge of an incident of suspected child abuse or neglect shall report the incident to a program leader or director as soon as appropriate.

Suspected Abuse or Neglect Reporting Process

1. A Suspected Child Abuse Incident Report Form must be completed by staff with the assistance of the volunteer who has knowledge of an incident of suspected child abuse.
 - a. These forms are in the First Aid areas.
2. The report, if written by other than the staff member supervising program/event, is to be given to the staff member who supervises the program/event or church Elder of Session Council that oversees the program/event.
3. The supervising staff person or church Elder of Session Council that oversees the program/event is to take Report of Suspected Child Abuse or Neglect to the Head of Staff. If the supervising staff person is the accused or is unavailable to act, the report is given directly to the Head of Staff. If the Head of Staff is the accused or is unavailable to act, the report is given to the Chair of Personnel Council for Knox Presbyterian Church.
4. The person(s) making the initial report and/or the supervising staff person are not to conduct an investigation of the incident. They are to take all necessary steps to insure the child's immediate safety.
5. The Head of Staff/Chair of Knox's Personnel Council will determine if there is reasonable cause to believe that the child has been abused or neglected. If information is insufficient to determine whether reasonable cause exists, the Head of Staff/Chair of Knox's Personnel Council will make further inquiry sufficient to make the determination. If the Head of Staff/Chair of Knox's Personnel Council determines that reasonable cause exists to suspect child abuse or neglect, he or she will call Illinois Department of Children and Family Services (DCFS) Hotline. This oral report must be followed by a written report on the applicable state reporting form within 48 hours after the initial hotline report. Further investigation will be instigated by Illinois DCFS.
6. In accordance with both civil law and Presbyterian policy, the accused is presumed innocent until proven guilty. While the incident is being reported and investigated, all persons with knowledge of the incident are to maintain strict confidentiality and share information with others only as requested or permitted by the Head of Staff/Chair of Knox's Personnel Council who are to be in exclusive possession of all reports and written materials pertaining to the incident. All third-party requests for information are to be referred to the Head of Staff or Chair of Knox's Personnel Council.
7. If the parent/guardian is not the accused, the Head of Staff/Chair of Knox's Personnel Council is to inform the child's parent/guardian of the incident immediately. The parent/guardian is not to be told the names of the reporter or the suspected abuser.
8. If the accused is a church staff person, the Head of Staff/Chair of Knox's Personnel Council is to notify the Personnel Committee of the alleged incident. The accused is to be immediately suspended from all activities involving contact with children. This suspension

lasts until the Personnel Committee determines that they no longer pose a potential threat to children and the situation has been resolved.

9. Ministers of the Word and Sacrament are required to abide by “Aligning Our Hearts to True North: the Presbytery of Chicago’s Sexual Misconduct Policy”. Handling of a situation when the alleged perpetrator is a Minister of the Word and Sacrament is to follow “Aligning Our Hearts to True North: the Presbytery of Chicago’s Sexual Misconduct Policy”. In this instance, the Personnel Council is to contact the Executive Presbyter of the Presbytery of Chicago and support the subsequent required actions.
10. If the accused is a volunteer, they are to be immediately suspended from all activities involving contact with children until the Head of Staff/Chair of Knox’s Personnel Council with the concurrence of the Personnel Council determines that they no longer pose a potential threat to children.
11. The Head of Staff/Chair of Knox’s Personnel Council will also report the incident to the Knox Presbyterian Church’s insurance carrier.
12. The Head of Staff/Chair of Knox’s Personnel Council are to offer and/or coordinate pastoral care and professional counseling as needed for the alleged victim, those reporting the incident, the accused, others affected by the allegations and the respective families.

Suspected Child Abuse Incident Report Form

To be completed if you have knowledge of Suspected Child Abuse or Neglect.

Knox Presbyterian Church

1105 Catalpa Lane, Naperville, IL 60540

Recipient of Initial Report (to be completed by a Knox Staff member)

Name & Title: _____

() Initiated this report () Received report - Date: _____

Name of Child's Parents / Guardians: _____

Address: _____

Phone #s: _____

If the above Recipient of Initial Report is not Knox's Head of Staff or Chair of Knox's Personnel Council, report is given to one of the aforementioned.

Name & Title: _____

Received report - Date: _____

Name of Child: _____ -- _____ Date of Report: _____

Date of Alleged Incident: _____ Witnessed by Reporter? () No () Yes

Program in which child is participating: _____

Name of Reporter: _____

Phone #: _____ () Staff () Volunteer () Other: _____

Your job as staff or volunteer: _____

Signature: _____ Date: _____

Describe Incident or Reasons for Suspected Abuse or Neglect. Use as much detail as possible, include location, time and responses of all people involved. Use back of Report if needed.

Others having knowledge of alleged incident or pertinent information - List full name and contact phone numbers: _____
