

Safe Haven Policy

Updated 5/16/2022

Safe Haven Policy	1
Definitions	2
Screening Procedures	4
Eligibility	4
Process	4
What Do I Need to Do?	5
Supervision and Personal Interaction Guidelines	6
Ratios	6
Minor Security Policies	6
Adult/Minor Interaction	7
Diaper Changing and Bathroom Needs	8
Proper Display of Affection	8
Use of Facility	9
Necessary Participant Information	9
Overnight Activities	9
Transporting Minors	10
Disaster Responses	11
Fire	11
Tornado	11
Lockdown	11
Discipline	12
Physical Discipline	12
Behavior Incident and Response	12
Special Note for Trip Chaperones	12
Accident/Illness Response	13
Response to Suspected Abuse or Neglect	14
Suspected Abuse or Neglect Reporting Process	14
Example Forms	16
Behavior Incident Report Form	16
Accident/Illness Response Form	17
Suspected Child Abuse Incident Report Form	18

Definitions

Child: A person under the age of 13 years

Youth: A person between 13 - 18 years of age

Minor: A person under 18 years of age

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. This adult must have completed training and screening as policy spells out.

Staff: Employee of Knox Presbyterian Church

Volunteer: 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 person must have completed training as policy spells out.

Mandated Reporter: Staff, clergy or volunteer who work with minors 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 minor 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 minor. Examples are hitting with hands or an object, shaking a minor, etc.
2. Sexual Abuse generally is considered to be sexual contact between an adult and a minor. 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 minor's age. The behavior may or may not involve touching. Sexual contact or interaction between an adult and a minor is always considered forced and abusive whether or not consented to by the minor.
3. Emotional Abuse or psychological maltreatment is generally considered to be a pattern of behavior that results in emotional disturbance in a minor. It may involve but is not limited to humiliating punishment, convincing a minor he/she is bad or incompetent.

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

Eligibility

- All volunteers/staff under the age of 18, including VBS helpers, part-time custodians, and any other youth helpers, will complete and sign the Knox Volunteer Required Consents and Waivers, excluding a background check, online via realm.
- All volunteers/staff over the age of 18, 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, including background check consent, online via Realm, and if necessary the Driver Information 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 Director within seven days of receiving the application for employees/staff and volunteers for any volunteers/staff over the age of 18.
- After submitting your application online via Realm as part of the Volunteer/Staff Application, 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 volunteer.**
- 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 Director, Directors of 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. For those under the age of 18, their Safe Haven training expires on their 18th birthday, or after 36 months, whichever is first.

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

What Do I Need to Do?

**Volunteers/Staff
under 18**

- 1) Safe Haven Training
- 2) Staff/Volunteer Application
without background check

**Volunteers/Staff
over 18**

- (All the above plus)
- 3) Background Check

All Drivers

- (All the above plus)
- 4) Driver Information Form

Staff

- (All the above plus)
- 5) First Aid/CPR Training
 - 6) Sexual Harassment Prevention
Training

Directors/Clergy

- (All the above plus)
- 7) Mandated Reporter Handbook

Clergy

- (All the above plus)
- 8) True North Training

Supervision and Personal Interaction Guidelines

Ratios

The following ratios are guidelines - reasonable effort should be made to meet these ratios.

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

Notes on staffing:

- All events should have a minimum of 2 volunteers present, regardless of the number of minors in attendance.
- Volunteers may be under the age of 18, however such volunteers must be in the presence of an adult to count towards the necessary adult/minors, and there must be a 3 year age difference between the oldest minor and the youngest volunteer

Minor Security Policies

1. The program leader for a scheduled activity should arrive prior to the start of the activity. Minors should not be dropped off in a classroom without responsible adults present. Supervision will be provided until all participating minors 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 a child at the nursery and are asked to provide a preferred number where they can be reached. 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 or Basswood 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 two 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/Minor 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 minor 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 minor are to be in view of other people. This includes all electronic interactions.

3. In the course of working with minors 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 minors and youth pursue a dating or romantic relationship with minors and youth.

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 volunteers 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 minors 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 minors.
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 a minor's head, 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 minors 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 a clear view into the room.

Necessary Participant Information

1. Online registration must be completed by parents for their minor participating in programs or events where minors 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 a minor 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

1. All overnight activities must be pre-approved by the appropriate staff member and appropriate council of Session.

2. A church staff member must be in attendance. Staffing Guidelines will be followed.
3. A youth'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 Minors

1. 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.
2. 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 minor.
3. Whenever possible, transportation of minors should begin and end at Knox.
4. Occupant restraint devices must be used.
5. Any minor requiring a child seat is to be transported by his/her parents.
6. 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.
7. At no time is there to be one adult and one minor in a vehicle together.

Disaster Responses

Fire

In case of a fire drill, remain calm, line up minors. Entrance and Exit maps are posted around the building, please make yourself familiar with them.

In case of fire, assess where fire might be and move outdoors to the farthest and safest area across Basswood Dr, Catalpa Ln. or Gartner Rd. One volunteer leads the group while another volunteer follows the group. Volunteers should confirm all minors are present once outside. Everyone must wait outside until an all clear signal is given, by program leaders or firefighters, to return to the building.

Tornado

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

Lockdown

In case of lockdown: Lock any doors you are able to (keys are provided to leaders). Minors and volunteers should huddle together out of direct sight of outside windows and interior door windows. Consider what furniture you might be able to move to block view or cover windows. Phone lists are next to the phones in the rooms and the number for an emergency broadcast is 799, which will broadcast through all speakers if necessary.

Discipline

All interaction regarding discipline needs to carefully consider a minor '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 minor.
2. In the event of one minor 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 the 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

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.

Accident/Illness Response

1. In the event of an injury or illness requiring first aid, the minor is to be given first aid as soon as possible.
 - a. 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 parlor, the coffee bar and the Sunday School supply room. These First Aid areas are to be maintained by the Children and Family Ministry Council (CFMC).
 - b. 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 CFMC.
 - c. If the activity is offsite, a First Aid kit is to be in the possession of one of the leaders of each group of minors.
2. In the event of an injury/illness requiring medical attention (emergency and non-emergency), an Accident Report is to be completed by the program leader. These forms are in the First Aid areas. Parent/guardian is to be contacted.
3. 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.
4. If the injury/illness is a medical emergency, call 911. The minor is to be monitored by an adult at all times. Parent/guardian is to be contacted. If the parent/guardian is not present, the program leader is to consult the minor's registration for medical information and medical insurance details. If the minor 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 minor to the emergency room. Or this adult may assume the program leader's responsibilities so that the program leader can accompany the minor. Whenever possible, the adult designated by the program leader should be a church staff member.
5. In the event non-emergency care is needed when offsite, the guidelines of Transporting Minors as described earlier are to be followed.

Response to Suspected Abuse or Neglect

Any staff member or volunteer having knowledge of an incident of suspected 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. These forms are in the First Aid areas.
2. The report, if written by someone other than the staff member supervising the 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 minor'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 minor 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 minor 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 minor'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 minors. This suspension lasts until the Personnel Committee determines that they no longer pose a potential threat to minors 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 minors 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 minors.
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.

Example Forms

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 the 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: _____

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

Was a parent / guardian made aware of the 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 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: _____

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: _____

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: _____

Name of Child's Parents/Guardians: _____

Address: _____

Phone #s: _____

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, including 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: _____
