



Fort Worth Presbyterian Church

Children & Youth Protection Policy

Approved by Session June 12, 2018

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Dear Volunteer or Staff Member,

Welcome to Fort Worth Presbyterian Church!

At FWPC, we take our responsibility to care for children and youth very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for FWPC volunteers and staff members. Our policies are intended to create a safe environment for children/youth, protecting children/youth, you, and the mission of FWPC. The following procedures have been adopted and will be strictly enforced.

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

Sincerely,

Fort Worth Presbyterian Church Staff

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Overview of the FWPC Safety System

FWPC policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Session. Staff members, paid employees and church officers will complete 'Sexual Abuse and Awareness Training.'

To equip FWPC staff members with information necessary to recognize abuser characteristics and grooming behavior, FWPC requires all staff, paid employees, volunteers and church officers to complete MinistrySafe sexual abuse awareness training live or online at MinistrySafe.com. This training must be renewed every two years.

They will have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a student for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

Because we love our children and youth and desire to protect them, FWPC requires all staff members and volunteers working with children or youth (and other vulnerable populations) to complete 3 SAFETY STEPS before ministry work or volunteer placement begins.

STEP ONE: Screening Process

Staff members and volunteers are required to complete the FWPC Screening Process, which requires a staff member or volunteer to:

- complete an application (employees and volunteers)
- complete an interview (employees and volunteers)
- provide references (employees only)

*a volunteer must be a member of FWPC and have attended FWPC for a minimum of six months before being eligible to serve in positions providing access to children, students or vulnerable populations. Any exceptions must be approved by the Ministry Coordinator.

*a teacher in Children's Ministry must satisfy conditions set forth in the Teacher's Covenant.

STEP TWO: Policies & Procedures

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

STEP THREE: Criminal Background Check

FWPC requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

ABUSE TOLERANCE

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

SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

FWPC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law. Staff members and volunteers must report any policy violations or any suspicious behaviors to a supervisor in accordance with this policy.

ENFORCEMENT OF POLICIES

FWPC staff members and volunteers are charged with the diligent enforcement of all FWPC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's or Youth Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Session.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

FWPC staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies.

All questions or concerns related to inappropriate or suspicious behavior should be directed to the Nursery Coordinator, the Director of Children's or Youth Ministries or the Ministry Coordinator.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child/youth will be immediately suspended from participation in Children's or Youth Ministries. This suspension will continue during any investigation by the session, law enforcement or Child Protective agencies.

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

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in activities involving children, students or vulnerable populations at FWPC.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers at FWPC are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a staff member or volunteer, to the Nursery Coordinator, the Director of Children's Ministry, Minister to Youth or the Ministry Coordinator.

Texas state law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency. A staff member or volunteer *may* report to the Nursery Coordinator, the Director of Children's Ministry, Minister to Youth or the Ministry Coordinator and allow supervisory personnel to make the appropriate report to law enforcement agencies.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer in Children's or Youth Ministries, the Director of Children's Ministry, Minister to Youth or the Ministry Coordinator will speak with the staff member or volunteer in order to get detailed information about the incident. The Ministry Coordinator will be notified as soon as reasonably possible.

If appropriate, the Nursery Coordinator, Director of Children's Ministry, Minister to Youth or the Ministry Coordinator will inform the Texas Department of Family and Protective Services (1-800-252-5400), or Child Protective Services (817-321-8680).

RESPONSE TO REPORT OF ABUSE

The Session will take appropriate action on behalf of the church when a report of abuse occurs.

Children & Youth Policy Committee

CHILDREN & YOUTH POLICY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, FWPC will appoint and maintain a Children & Youth Policy Committee, which will meet no less than once a year.

MISSION STATEMENT

The purpose of the Children & Youth Policy Committee is to enable FWPC Children's & Youth Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse, and while minimizing the vulnerability to unwarranted accusations of improper behavior that our church and its volunteers may experience in the fulfillment of their duties.

COMPOSITION

The Children & Youth Policy Committee will be comprised of the following members:

1. the Ministry Coordinator
2. the Director of Children's Ministry
3. the Director of Youth Ministries
4. the Nursery Coordinator
5. at least 2 Parent Volunteers appointed by the Session

MEETINGS

The Ministry Coordinator will chair the meeting of the Children & Youth Policy Committee no less than once a year to discuss risk management practices and updates. The Children & Youth Policy Committee may also meet upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Children & Youth Policy Committee will be charged with the following duties:

1. Applying existing FWPC policies and procedures related to child and youth safety and risk management issues.
2. Monitoring all Children's & Youth Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the FWPC Session regarding safety issues.

Children & Youth Ministries Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with children/youth.

1. The Deacon of the day will conduct an unscheduled observation at least once each week for all Sunday morning classes/programs occurring weekly.
2. The Ministry Coordinator conducts an unscheduled observation of the Children's & Youth Ministry programs at least once each quarter.
3. The Ministry Coordinator meets with the Director of Children's Ministry and Minister to Youth once monthly to discuss Children's & Youth Ministries.
4. The Session meets with the Director of Children's Ministries and Minister to Youth once each year to discuss Children's & Youth Ministries, including safety training and procedures.
5. Oral performance evaluations will be completed annually for all paid staff positions. Oral evaluations will include items that address participation in risk management training and adherence to risk management and child safety procedures.

Rules of Conduct

INTOXICANTS

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

TOBACCO USE

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

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children/youth under age 18 for any FWPC event. In doing so, the following guidelines will be observed:

- 1.1. Drivers must be at least 21 years of age with a valid driver's license, and pass a DMV check of driver's record. Drivers under 21 may transport family members FOR any FWPC event.
- 1.2. Staff members and volunteers cannot transport any non-family minors alone in a vehicle. Children/Youth should be transported directly to their destination. Unauthorized stops to or at a non-public place are forbidden.
- 1.3. Cell phone use by the driver is prohibited while vehicle is moving. This includes talking on the phone, texting, or looking at the screen for any reason. A passenger should be appointed to hold the driver's phone and speak for them in case of necessary use. Hands free GPS with turn by turn navigation may be used.
- 1.4. Before out-of-town transportation, all vehicles should go through a routine check of fluid levels, tire pressure, proper functioning of lights, wipers, brakes, etc. The vehicle should also be up-to-date on any routine maintenance.
- 1.5. Use of 15-passenger vans is prohibited.
- 1.6. On trips in excess of 6 hours, the driver must rotate at least every 4 hours.
- 1.7. All passengers including the driver must wear seat belts at all times. It is the driver's responsibility to ensure this rule is enforced.
- 1.8. Drivers should count the number in their vehicle before leaving each destination (including gas and restroom breaks) and communicate with any other drivers, being sure each passenger is accounted for before departing again.
- 1.9. Posted speed limits should be obeyed.
- 1.10. The driver is responsible for any traffic or parking violations.
- 1.11. Usage of luggage racks are prohibited when transporting passengers.

We reserve the right to refuse approval for vehicle operation for reasons including but not limited to:

- More than two (2) moving violations in the past two (2) years
- More than two (2) accidents in the past three (3) years
- More than one (1) accident in any one (1) year
- Speeding over 80 miles per hour or 20 miles per hour over the posted speed limit
- Operating a motor vehicle during a time of suspension, revocation, or without a license
- Driving under the influence of drugs or alcohol

PARENTAL CONTACT

Parents who leave a child/student in the care of FWPC staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's/Youth Ministries programs.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at FWPC. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at FWPC will be required to complete the FWPC volunteer application and screening process.

Only volunteers and staff are allowed in infant room. Parents are to use the changing stations in bathrooms and Cry room.

PHYSICAL CONTACT

FWPC is committed to protecting children in its care. To this end, FWPC has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's/Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in Children's/Youth Ministry programs:

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

7. Children/Youth staff members and volunteers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by staff or volunteers must be reported immediately to the Director of Children's Ministries, Minister to Youth, Ministry Coordinator or the Nursery Coordinator.

SEXUALLY ORIENTED CONVERSATIONS

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

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Children's/Youth Ministries at FWPC are prohibited from possessing any sexually oriented materials in any medium (i.e. Smart phones, websites, music, images, videos, photos, etc.) on church property or in the presence of children/youth.

VERBAL INTERACTIONS

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

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

Addendum A: Items Specific to Areas of Children's Ministry Infant to 6th Grade

CHILDREN'S MINISTRIES STAFF MONITORING PLAN

1. The Director of Children's Ministry and Nursery Coordinator conducts unscheduled observations at least once each month for programs occurring weekly.
2. The Director of Children's Ministry conducts periodic verbal performance evaluations with staff and volunteers that include items that address participation in risk management training and adherence to risk management procedures.

AGE REQUIREMENTS

Volunteers or staff must be 17 to work with infants, 13 to work in Nursery 1-3 years old. With 2 workers required in the nurseries 1 must be 18. 9 -12 year old may join his/her parent in the Nursery 1-3 years old to learn to serve. They do not count as 1 of the 2 workers in the Nursery. (4-8 year olds can accompany their adult parent as long as they are not disruptive)

BUILDING SAFETY

No child (or group of children) will ever be left unattended in the church building or on the children's playground during children's ministry programming or classes. Children's Ministries staff members or volunteers are prohibited from being alone with an individual child or group of children, in any room with the door closed. When circumstances require one teacher with a group of children, there must be a window in the door and teacher must be in view at all times.

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

WORKER TO CHILD RATIOS

FWPC is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker to child ratios will be observed:

Program	Workers	Children
Nursery	1	12
Preschool, 2 and 3 years old	1	12
Preschool, 4 and 5 years old	1	12
Elementary	1	20

All Nursery staffed events will have a minimum of 2 workers per room.

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the Nursery Coordinator or Director of Children's Ministry. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

DISCIPLINE

It is FWPC's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical or harsh verbal discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, yelling or any other physical force as retaliation or correction for inappropriate behaviors by children.

Children are to be verbally redirected before physical intervention is used. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

Uncontrollable or unusual behavior should be reported immediately to parents, the Director of Children's Ministry and the Nursery Coordinator. Disruptive children will not be permitted to remain in the nurseries, Sunday School classes, Children's Church, Junior Church, or Bible study.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINES

Nursery children

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

Diapering

1. Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on the instruction board in the classroom and/or on the child's security sticker.
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6. Children should be changed on changing stations only.

Toilet training

1. No child will be forced to toilet train.
2. Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be left partially open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the instruction board in the classroom and/or on the child's security sticker ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

School age children

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

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

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

MEDICATION

Medication may not be given to a child by a staff member or volunteer for any reason other than cases of medical emergencies. The only exceptions to this policy are diaper ointment/medication, topical teething medications and insect bite cream, and epi pens after specific instructions from a parent or guardian.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one or unobserved meetings while participating in FWPC Children's Ministry program.

RELEASE OF CHILDREN

At any time that a child has been entrusted to FWPC staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministries staff members or volunteers age 16 or older are responsible for releasing children up through second grade only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

A numbered security slip will be given to a parent dropping a child off in any of the nurseries, and a duplicate numbered security sticker will be placed on the back of the child. Children in any of the nurseries **MUST** be picked up only by authorized parents, guardians, siblings 16 or older, or persons who present the matching security slip.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Nursery Coordinator or Director of Children's Ministry, Ministry Coordinator, Deacon/Elder before releasing the child.

SUPERVISION

Staff members and volunteers in Children's Ministries are expected to provide adequate supervision for children in their care while working in church programs and that none of these policies are violated by another staff member, volunteer or child.

Addendum B: Items Specific to Areas of Youth Ministry

Grades 7-12

YOUTH MINISTRY STAFF MONITORING PLAN

The Director of Youth Ministry conducts periodic verbal performance evaluations with staff and volunteers that include items that address participation in risk management training and adherence to risk management procedures.

BUILDING SAFETY

No student will ever be left unattended or unsupervised during youth ministry programming or meetings.

Classroom doors are to remain open when an adult is alone with a group of youth. In the case that a door is closed, there must be a window in the door and teacher must be in view.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

STAFF TO YOUTH RATIO

FWPC is committed to providing adequate staff and volunteer supervision in all Student Ministry activities and programs. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

For non-classroom groups there will be at least 1 staff member or volunteer supervising for each 20 youth in attendance.

If a worker is out of ratio it is his or her responsibility to immediately notify the Director of Youth Ministry or the Ministry Coordinator. The Director of Youth Ministry or the Ministry Coordinator will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy.

*The above ratios are minimum recommendations. Where supervision is concerned, *more is generally better.*

DISCIPLINE

It is the policy of FWPC that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Director of Youth Ministry.

NUDITY

Staff and volunteers in FWPC's Youth Ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff members, volunteers and youth will change in a bathroom individually.

ONE-TO-ONE INTERACTIONS WITH STUDENTS

FWPC recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

Individual Meetings

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

In the event a closed-door meeting must occur, the staff member must inform another staff member or one of the child's parents and ensure the door remains unlocked. The closed door must have a window for observation.

SEXUALLY ORIENTED CONVERSATIONS

It is expected that from time to time student's ministry discussions and lessons may address issues related to dating, sex, human sexuality, and gender. These lessons will convey to the students the church's views on these topics.

SLEEPING ARRANGEMENTS

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

1. Two staff members or volunteers must be present for all activities requiring sleeping arrangements. The two staff members or volunteers must have previously completed FWPC's application and screening process.
2. Director of Youth Ministry is responsible to approve all overnight sleeping arrangements.
3. As long as any youth are awake, one of the leaders must also be awake and monitoring students to ensure safe behavior.
4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by youth leaders of the same gender.
7. Whenever possible, at least two staff members or volunteers will sleep in the same room as youth or in an adjoining room with the door between the rooms kept open. In no circumstance will an adult staff member or volunteer sleep in a room with an individual youth.
8. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and youth will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed. No shared bed with staff/volunteer, unless a family member.

Children & Youth Protection Policies Statement of Acknowledgment and Agreement

I have received and read a copy of FWPC's Children & Youth Protection Policies and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at FWPC.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by FWPC.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at FWPC at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and FWPC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of FWPC policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page to remain attached to the FWPC Policies and Procedures.]

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Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[Sign and return this copy]