



Fort Worth Presbyterian Church

# Children & Youth Protection Policy

**Approved by Session February 7, 2023**

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Dear Volunteer or Employee,

Welcome to Fort Worth Presbyterian Church (FWPC)!

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 employees. Our policies are intended to create a safe environment for children/youth, which protects children/youth, you, and the mission of FWPC. Ministry Safe was the primary source for our Children & Youth Protection Policy. 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 Session

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# Overview of the FWPC Safety System

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 **FOUR (4) SAFETY STEPS** before ministry work or volunteer placement begins.

It's important to note that, although volunteers aged 13 and 14 can serve in some children and youth programs, they are only required to complete Steep Three (policies review) of this section. This is because FWPC allows volunteers younger than 15 to only assist older volunteers who will have completed other steps required to assume responsibility for a group of children/youth as outlined by this manual.

## **STEP ONE: Sexual Abuse Awareness Training**

FWPC requires employees and volunteers to avoid abusive behavior of any kind. They should also have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child 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.)

All employees and volunteers, 15 and older, are required to complete sexual abuse awareness training to recognize abuser characteristics and grooming behaviors. This training will be renewed every two (2) years. In addition, employees and volunteers, 15 and older, are required to report any policy violations to a supervisor or a member of the Session. (should we say 13 and older? Since they also sign the policies and say they will report)

## **STEP TWO: Screening Process**

Employees and volunteers are required to:

- complete an application (employees and volunteers, 15 and older)
- complete an interview (employees and volunteers, 15 and older)
- provide references (employees only)

A volunteer must be a member of FWPC before being eligible to serve in positions providing access to children, students, or vulnerable populations. Any others must be approved by the Director of Operations.

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

## **STEP THREE: Policies & Procedures**

Employees and volunteers, 13 and older, are required to review the policies contained in this manual and to sign the last page indicating that they have read and understood the material and agree to comply with policy requirements.

## **STEP FOUR: Criminal Background Check**

FWPC requires all employees and volunteers, 18 and older, working or volunteering in Children's Ministry or Youth Ministry activities or programming to undergo a criminal background check. Depending upon an individual's position, differing levels or intensity of background check may be required. Background checks may be renewed every three (3) years, or at the discretion of FWPC staff and/or Session.

## **ABUSE TOLERANCE**

FWPC has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every employee and volunteer at FWPC to act in the best interest of all children and 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. Employees and volunteers must report any policy violations or suspicious behaviors to a supervisor.

## **ENFORCEMENT OF POLICIES**

FWPC employees 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 Ministry or Youth Ministry positions. Final decisions related to policy violations will be the responsibility of the Session.

## Reporting Requirements

### **REPORTING POLICY VIOLATIONS**

FWPC employees and volunteers are required to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies *regardless of an individual's intent*.

To report policy violations, contact any of the following: the FWPC Nursery Coordinator, the Director of Children's or Youth Ministries, or the Director of Operations. Refer to a recent worship bulletin or the FWPC website for up-to-date contact information for individuals currently serving in these roles.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by FWPC to be harmful to a child/youth will be immediately suspended from participation in Children's Ministry or Youth Ministry. 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 will be barred from future participation as an employee 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 at FWPC.

Failure of an employee to report a prohibited act to at least one individual listed in Reporting Policy Violations, above, is a violation of this policy and grounds for termination. Failure of a volunteer to report a prohibited act may result in restriction from participating in activities involving children, students, or vulnerable populations at FWPC.

## REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

It is the policy of FWPC to report all suspected or alleged abuse or neglect of children to the Texas Department of Family and Protective Services CPS Emergency Response Hotline:

**1-800-252-5400 or TxAbuseHotline.org**

Because many adults are unfamiliar with Texas reporting requirements and may be fearful of the process, FWPC utilizes a 'tandem' or 'dual report' model, where permitted. A 'dual report' occurs when a FWPC supervisor reports the suspicion or allegation *together* with the individual who saw, heard, or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY EMPLOYEE OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT OR CPS *DIRECTLY*. Instead, it is meant to facilitate reporting, to protect children, and to support individuals who may not feel able or willing to report alone.

*NO PERMISSION IS NEEDED from FWPC before reporting to law enforcement personnel or the Child Abuse Hotline. In addition, a report may be made without involving or informing FWPC personnel.*

In addition to reporting to CPS, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor or a member of the Session. This request is intended to assist the church in properly protecting children involved in FWPC programs

*When in doubt, report.*

## 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

FWPC recognizes the importance of providing and maintaining a safe environment for children. To this end, 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 Ministry and Youth Ministry to carry out appropriate activities while safeguarding program participants against emotional, physical, or sexual abuse. The Committee will also aim to minimize FWPC's 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:

- the Director of Operations,
- the Children's Ministry Director,
- the Youth Director,
- the Nursery Coordinator, and
- at least two (2) parent volunteers appointed by the Session.

## MEETINGS

The Director of Operations 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:

- applying existing FWPC policies and procedures related to child and youth safety and risk management issues,
- monitoring all Children's Ministry and Youth Ministry programs for ongoing compliance with safety policies,
- making recommendations to the FWPC Session regarding safety issues, and
- reviewing compliance data from nursery, children, and youth staff and volunteers.



# 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 employee and volunteer interactions with children/youth.

1. The Deacon of the day conducts an unscheduled observation at least once each week for all Sunday morning classes/programs occurring weekly.
2. The Director of Operations conducts an unscheduled observation of the Nursery, Children's Ministry and Youth Ministry programs at least once each quarter.
3. The Clerk of the Session schedules the Session to meet with the Children's Ministry and Youth Ministry directors once each year to discuss their ministries, including safety training and procedures.
4. Oral performance evaluations are completed annually for all paid staff positions. Oral evaluations include participation in Ministry Safe training and adherence to risk management and child safety procedures.
5. The Nurseries are equipped with video cameras. Additional cameras may be installed in the future.

## Rules of Conduct

### **INTOXICANTS**

Employees and volunteers are prohibited from using, possessing, 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**

During FWPC-sanctioned activities or programs, FWPC employees and volunteers are prohibited from using or possessing tobacco products while in the presence of children. FWPC is a tobacco-free facility.

### **TRANSPORTATION**

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

1. Drivers must be at least 21 years of age with a valid driver's license, and must pass a DMV check of driver's record. Drivers under 21 may transport family members ONLY to/from any FWPC event.
2. Employees and volunteers cannot transport any non-family minors alone in a vehicle.
3. Children/youth should be transported directly to their destination. Unauthorized stops at any non-public place are forbidden.
4. Drivers are prohibited from the use of cell phones while the 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 to speak for them in case of necessary use. Hands-free GPS with turn-by-turn navigation may be used.
5. Prior to out-of-town transportation, all vehicles should undergo a routine check of fluid levels, tire pressure, and proper function of lights, wipers, brakes, etc. The vehicle should also be up-to-date on any routine maintenance.
6. Use of 15-passenger vans is prohibited.
7. On trips in excess of six (6) hours, drivers must rotate at least every four (4) hours.
8. All passengers including the driver must wear seat belts at all times. It is the driver's responsibility to ensure this rule is enforced.
9. Drivers should count the number of passengers in their vehicles before leaving each destination (including gas and restroom breaks). Drivers should communicate with any other vehicles in the caravan to ensure each passenger is accounted for before departing.
10. Posted speed limits should be obeyed.
11. The driver is responsible for any traffic or parking violations.
12. Use of luggage racks is prohibited when transporting passengers.

FWPC reserves the right to refuse drivers 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 more than 20 miles per hour over the posted speed limit,
- operating a motor vehicle during a time of suspension, revocation, or without a license, or
- driving under the influence of drugs or alcohol.

## PARENTAL CONTACT

Parents who leave a child/youth member in the care of FWPC employees and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem.

## PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all FWPC services and programs in which their children/youth are involved. However, parents who desire to participate in child/youth programs or to have continuous, ongoing contact with their children while involved in such programs will be required to complete the FWPC volunteer application and screening process.

Only volunteers and employees are allowed in the infant room. Parents may use the diaper-changing stations located in bathrooms or the cry room.

## PHYSICAL CONTACT

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

1. Hugging, pats on the back, and other forms of appropriate physical affection between employees/volunteers and students are important for childhood 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 Children's Ministry Director, Youth Director, Director of Operations, or the Nursery Coordinator.
3. Physical contact should be reserved for the benefit of the child/youth, and never be based upon the emotional needs of an employee or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children/youth or employees/volunteers. Physical contact is much less likely to be inappropriate or to be misinterpreted as such when it occurs in plain sight of others.
5. Physical contact in any form should not give even the appearance of wrongdoing. Employees or volunteers in Children's Ministry and Youth Ministry should foster trust at all times through their personal behavior, which must be above reproach.
6. Employees or volunteers should never force any physical contact, touch, or affection on a reluctant child/youth. A child's/youth's preference not to be touched must be respected.
7. Employees 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 employees or volunteers must be reported immediately to the Children's Ministry Director, Youth Director, Director of Operations, or the Nursery Coordinator.

## SEXUALLY ORIENTED MATERIALS

Employees and volunteers in Children's Ministry and Youth Ministry 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 employees or volunteers and children/youth should be positive and uplifting. FWPC employees 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, employees, volunteers, children, and youth should not talk to any person in a way that is, or could be construed as: harsh, threatening, intimidating, shaming, derogatory, bullying, demeaning, humiliating, or sexually oriented. In addition, employees 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 6<sup>th</sup> Grade

### CHILDREN'S MINISTRY STAFF MONITORING PLAN

- The Children's Ministry Director and Nursery Coordinator conduct unscheduled observations at least once each month for programs occurring weekly.
- The Children's Ministry Director conducts periodic verbal performance evaluations with employees and volunteers, which include participation in risk management training and adherence to risk management and child safety procedures.

### AGE REQUIREMENTS

Volunteers or employees must be 17 to work with infants younger than one (1) year of age, or at least 13 to work in Nursery with children one (1) to three (3) years old. A minimum of two (2) workers is required in the Nursery (one-to-three year olds), and one (1) of these workers must be 18 or older. A child aged nine (9) to 12 years may join his or her parent in the Nursery (one-to-three year olds) to learn to serve. These child volunteers do not count as one of the two required Nursery workers. (Additionally, children aged four (4) to eight (8) can accompany an 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 playground during Children's Ministry programming or classes. Children's Ministry employees/volunteers are prohibited from being alone with an individual child with the door closed. One employee/volunteer can remain with a group of children. If the door is closed, there must be a window in the door, and the employee/volunteer must remain in view at all times. On the children's playground, employees 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, etc.).

### WORKER-TO-CHILD RATIOS

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

Program	Workers	Children
Nursery*	1	6
Preschool (two and three years old)*	1	12
Preschool (four and five years old)	1	12
Elementary	1	20

\*All Nursery-staffed events require a minimum of two (2) workers per room.

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

## **DISCIPLINE**

Employees and volunteers are prohibited from using physical discipline in any way for behavior management of children. **No form of physical or harsh verbal discipline is acceptable.** This includes spanking, slapping, pinching, hitting, yelling, or any other physical force against children as retaliation or correction for inappropriate behaviors.

Employees and volunteers are to verbally redirect children before using physical intervention in order to maintain child safety. With younger children, some physical redirection may be necessary (for example, removing a toy from the hands of one child who is hitting another).

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

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINES**

### *Nursery children*

Because Nursery children may require complete assistance with bathroom activities, all employees and volunteers will observe the following policies:

#### **Diapering**

1. Only adult female nursery workers or the child's parent or legal guardian should undertake the diapering of any child.
2. Changing of diapers should be done in plain sight of other Nursery workers.
3. Children should never be left unattended on changing tables.
4. Any special instructions given by parents before 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 changing of a soiled diaper.
6. *Children should be changed on changing tables 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 should participate in toilet training efforts with any child.
3. When children are taken into bathrooms, the door should be left partially open.
4. Young children should never be left unattended in bathrooms.

5. Employees and volunteers should consult parents on each child's progress in the toilet training process at the time of drop-off. Any special instructions given by parents leaving children in the Nursery should be recorded on the instruction board in the classroom and/or on the child's security sticker (example: "If Georgia needs a diaper changed, text me, I will do it.")
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. Employees and volunteers should handle 'accidents' by reassuring the child and completing the changing of diapers or underwear and clothing.

### *School-age children*

A group of 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.) Employees and volunteers should never take an individual child to the restroom.

If an employee or volunteer must enter 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, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child does require assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his/her 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 employee or volunteer.

### *Special-needs children*

Parents of special-needs children will offer instruction to employees or volunteers on the changing of diapers. After the age of four (4), parents or legal guardians should change all special-needs individuals.

## **MEDICATION**

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

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

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

## **SEXUALLY ORIENTED CONVERSATIONS**

Employees and volunteers are prohibited from engaging in any sexually oriented conversations with children in the program.

## RELEASE OF CHILDREN

FWPC incurs responsibility for the safety and well-being of any child entrusted to FWPC employees or volunteers. Employees and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry employees 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. No volunteer under 16 or accompanying child of an adult employee or volunteer may release children to anyone, regardless of relation.

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

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

## SUPERVISION

Employees and volunteers are expected to provide adequate supervision for children in their care while working in FWPC programs. Employees and volunteers are also expected to ensure that none of these policies are violated by another employee, volunteer, or child.



# Addendum B: Items Specific to Areas of Youth Ministry 7<sup>th</sup> Through 12<sup>th</sup> Grades

## **YOUTH MINISTRY STAFF MONITORING PLAN**

The Youth Director conducts periodic verbal performance evaluations with employees and volunteers that include participation in risk management training and adherence to risk management procedures.

## **BUILDING SAFETY**

No student(s) should be left unattended or unsupervised for any prolonged or unreasonable period of time during Youth ministry programming or meetings.

Youth Ministry employees/volunteers are prohibited from being alone with an individual youth with the door closed. One employee/volunteer can remain with a group of youth. If the door is closed, there must be a window in the door, and the employee/volunteer must remain in view at all times.

Any two (2) 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 supervision in all Youth ministry activities and programs. Accordingly, the following staff-to-youth ratios will be observed:

For non-classroom groups, there will be at least one (1) employee or volunteer for each 20 youth in attendance.\*

If a worker is 'out of ratio,' it is his or her responsibility to immediately notify the Youth Director or Director of Operations. Supervisors will make diligent efforts to find substitute workers to immediately bring staff-to-youth ratios into compliance with FWPC policy.

\*The above ratio is the recommended minimum. Where supervision is concerned, *more is generally better.*

## DISCIPLINE

Employees and volunteers are prohibited from using physical discipline in any way for behavior management of youth. **No form of physical or harsh verbal discipline is acceptable.** This includes spanking, slapping, pinching, hitting, yelling, or any other physical force against youth as retaliation or correction for inappropriate behaviors.

If a youth member is unruly or fails to comply with verbal warnings or instructions from employees and volunteers, that youth will be asked to leave (if not endangered by doing so) or his/her parent will be contacted for removal. In the event of a fight or physical altercation, employees and volunteers should verbally redirect students involved and should try to avoid physical intervention.

Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Director.

## NUDITY

Employees and volunteers in FWPC Youth Ministry are prohibited from ever being nude in the presence of students in their care. In the event a situation may call for—or contemplate the possibility of—nudity (i.e., changing clothes during a pool party, weekend or overnight retreat, etc.), each employee, volunteer, and youth member must change in individual bathrooms.

## ONE-TO-ONE INTERACTIONS WITH YOUTH

FWPC recognizes that, in meeting the emotional needs of youth members, employees and volunteers may occasionally be required to minister to them on an individual basis. Employees and volunteers should observe the following guidelines when interacting with students.

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

In the event a closed-door meeting must occur, the employee/volunteer 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, and the employee/volunteer must remain in view at all times.

## SEXUALLY ORIENTED CONVERSATIONS

It is expected that from time to time, Youth Ministry discussions and lessons may address issues related to dating, sex, human sexuality, and gender. These lessons will convey to the youth FWPC's views on these topics. Employees and volunteers 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.

## SLEEPING ARRANGEMENTS

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

1. Two (2) employees or volunteers must be present for all activities requiring sleeping arrangements. These two employees or volunteers must have previously completed FWPC's application and screening process.
2. The Youth Director is responsible for approving all overnight sleeping arrangements.
3. At least one employee/volunteer must remain awake during reasonable waking hours to monitor youth members and to ensure safe behavior.
4. Employees/Volunteers should check with parents and use good judgment regarding movies rated PG or PG-13. No R-rated movies are permitted.
5. Appropriately modest sleeping attire is required.
6. In the event of a sleepover on campus that involves both boys and girls, the two groups must sleep in separate rooms, properly supervised by Youth leaders.
7. Whenever possible, at least two (2) employees or volunteers should sleep in the same room as youth or in an adjoining room with the door between the rooms kept open. In no circumstance should an adult employee or volunteer sleep in a room with an individual youth member.
8. In the event that overnight arrangements do not include standard beds, each individual employee, volunteer, and youth must use single sleeping bags or blankets. In these instances, a 'one person to one bag or blanket' rule will be observed. A shared bed with an employee/volunteer is prohibited, unless they are family members.

# Children & Youth Protection Policy Statement of Acknowledgment and Agreement

I have received and read a copy of FWPC's Children & Youth Protection Policy 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 Children & Youth Protection Policy manual.

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Employee's or Volunteer's name (please print)

---

Employee's or Volunteer's signature

Date: \_\_\_\_\_

[This page to remain attached to the FWPC Children & Youth Protection Policy.]

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---

Employee's or Volunteer's name (please print)

---

Employee's or Volunteer's signature

Date: \_\_\_\_\_

**[Sign and return this copy]**