



Child Safety Plan

YOU BELONG HERE

Child Safety Plan

Child Safety Plan Protects

- Kids participating in ministry from birth to eighteen years old on and off campus.
- Church volunteers working with kids birth to eighteen years old.
- The Church body.

Volunteers Must

- Submit a ministry application.
- Participate in a ministry vision meeting.
- Give permission for and pass a background check (18 years and older).
- Complete Child Safety Plan training every 2 years.

Additional Safeguards

- Background checks and Child Safety Plan training are renewed every three years.
- Any person who may pose a threat to kids, students, or vulnerable adults will be prohibited from serving in any ministry involving these groups.

Nursery Diapering

- Only female volunteers will be trained to change diapers, including standard safety precautions.
- Diapering will be done in plain view and only by female volunteers.

Preschool Bathroom

- When restrooms are located in the classroom, kids may be allowed to use the restroom alone with the door propped open.
- Only female volunteers may assist kids in the bathroom and the door must remain open.
- If assistance is needed, request that a second adult observe you.

Elementary Bathroom

- Check the restrooms for safety before allowing students to enter.
- Leave the doors propped open, listening and observing from the hallway.
- If assistance is needed, request that a second adult observe you.

Student Bathroom

- Only public restrooms (those not located in a secure environment) should be used by students AND volunteers.

Physical Boundaries

- Do not force affection. Kids should not be held on the lap, given back rubs, massages, or kisses.
- Physical punishment is strictly prohibited.
- Encourage kids to develop self-control, rather than carrying them to control behavior.

Appropriate Touch

- Handshake, high-five, fist bump.
- Single-arm hug.

- Kid-level smile and eye contact.
- Pats on the back.

Volunteer Check-in

- You must have your printed name tag to enter an FC Kids/Students area.
- Enter the last 4 digits of your phone number at a check-in kiosk.
- Print your label and wear it on your shirt so it is visible.
- Request assistance from the Check-in Team if needed.

Family Check-in

- First-time guests check-in at the Welcome Desk and will have First Time Kids lanyards.
- Parents and guests show their parent security tag to FC Kids volunteers to check out their child.
- To help us maintain a safe and secure environment, parents are encouraged to drop off at the door. For the safety of our kids and students, only individuals with an approved background check may enter secure ministry environments.

Head Counts

- In the event of an emergency, accurate head counts are critical.
- Ensure kids are signed in and parent tags match before releasing to leave.
- At the end of each service, verify that kids are accounted for.
- Count kids before and after any transition (small group, large group, playground, bathroom, etc.)

Fire Safety

- Fire alarms mean we must exit the building.
- Collect the roster.
- Line up kids and count them (nursery classrooms will use evacuation cribs).
- One volunteer must check the restroom and corners of the room.
- Follow the exit plan posted in the classroom.
- **Take kids to the North Lot. (Go to the dumpster in the back parking lot and follow the concrete path down to Schneider Electric Co).**
- Dismiss kids only to the parent and only when the Pastor or Director has called for dismissal.

Lockdown/Shelter-in-Place

- Shepherd team volunteers carry radios that connect them to on-site law enforcement.
- **In the event of a lockdown/shelter-in-place, it will be communicated through the security radio located in each environment.**
- **Coaches are on channel 3 and shepherds are on channel 1. If a shepherd is needed, turn radio to channel 1.**
- **Coaches will look in nearby hallway and get people inside doors.**
- **Coaches will close the hallway doors and go down the hall announcing the lockdown/shelter-in-place.**
- Classroom volunteers will close and lock the doors, turn off the lights and move kids to the safest place in the room. **Put anything you can in front of the door to barricade the entrance.**
- If you are not in your classroom when a lockdown is called, enter the closest room for safety.
- Silence cell phones and keep kids calm and quiet.
- Shepherd team member will call off a Lockdown.

Standard Precautions

- "If it is wet, sticky and not yours, don't touch it."
- Place a barrier between yourself and bodily fluids.
- Request that Facilities clean up bodily fluids through your coach, FC Kids staff member, or a shepherd team member.
- First Aid Kits (including gloves) are available in cabinets marked with a +. Wear gloves to protect yourself and the kid you are assisting.

Minor Injuries

- Request assistance from your coach who will get a Shepherd if needed.
- Assure care of all kids in your class.
- Complete an incident report (located in your class or on your cart) including witness, teacher, and parent signatures.

Medical Emergency

- If you think someone needs medical attention, call 911.
- If a child or volunteer is unconscious, not breathing, bleeding profusely, or has exposed bone, **call 911 for medical assistance.**
- Tell your coach to ask for a shepherd for on-site assistance.
- **Coaches will contact parents if medical assistance has been called.**
- When an ambulance has been called, a shepherd or on-site officer will direct EMTs to the entrance nearest to the child.

Suicide and Self Harm

Immediate Risk of Suicide or Self-Harm

- Tell the kid that you will inform someone who can help.
- Call the parent or guardian, update them on the situation, and inform them that you will be involving the authorities.
- Involve the officer on site or call 911 and listen to their instructions.
- As much as possible ensure the kid's safety while in attendance.

Suspected or Potential Suicidal Thoughts (No Immediate Risk)

If you have a conversation with someone that could potentially have suicidal thoughts or plans.

- Tell the kid that you will inform someone who can help.
- Inform the parent or guardian and update them on the situation.
- Upon the request of the parent or guardian, involve the officer on site or call 988 and listen to their instructions.
- As much as possible ensure the kid's safety while in attendance.

To report someone in a mental health crisis in Tennessee, call or text 988 for the suicide and crisis lifeline to connect with trained counselors, or dial 911 for immediate life-threatening emergencies or danger of harm to self and others. <https://988lifeline.org/help-yourself/youth/>

Any suicide or self-harm concern, whether immediate or non-immediate, requires an Incident Report to be completed and submitted to ministry leadership.

What is Abuse?

Types of Abuse

- Emotional Abuse — when a spoken or unspoken message makes a kid feel worthless and undeserving of love and care.
- Sexual Abuse — any form of sexual contact between a kid and an adult or older youth.
- Physical Abuse — intentional behavior resulting in bodily harm.
- Neglect — Failing to meet a kids basic physical, emotional, educational, and safety needs.

Who are abusers?

- 90% of abusers are known to the child.
- 23% of abusers are under the age of 18.
- Sexual predators generally match social norms in terms of education, employment, and social status.

What is our response?

If a child discloses abuse...

- Remain calm.
- Listen reflectively, allowing the kid to use their own words.
- Do not interrogate. Leading questions can damage a kid's testimony.
- Assure the kid that he or she has done the right thing by telling.
- Document what you were told and inform the Pastor or Director in charge of the ministry to make them aware.

We do not decide if abuse has occurred. We report...

- The nature of the incident.
- Dates, times, and places abuse occurred.
- Identity of any witnesses.
- Details of any physical evidence available.
- Perpetrator's current address and present condition of the kid.
- Location of the child.
- How the reported came to know the information.

We are obligated to report...

- Any person who has knowledge, based upon available information, that a kid has been harmed and that the harm appears to have been caused by brutality, abuse, or neglect, shall report the matter to the TN Department of Child Services at **1-877-237-0004** or <https://apps.tn.gov/carat/>
- To inform the Pastor or Ministry Director to make them aware and to receive support.
- To maintain confidentiality.

If you observe a crime, call 911.

Child Safety Plan Response Form

I acknowledge that I have received a copy of the Foothills Church's Child Safety Plan and agree to the terms and conditions therein.

Print Name: _____

Signature: _____

Date: _____