

**CHILD PROTECTION
POLICY MANUAL**

OF

FIRST EVANGELICAL FREE CHURCH

August, 2016

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Exhibit A – STATEMENT OF ACKNOWLEDGEMENT AND CONSENT FORM

Exhibit B – CHILDREN’S MINISTRIES VOLUNTEER APPLICATION

Child Protection Policy Manual

This Child Protection Policy Manual has been put together to inform you of the guidelines that have been established to assure that your child will be ministered to in a safe and nurturing environment. We believe that the church serves as a partner with parents, seeking to provide quality care and instruction and to create an opportunity to bring our children and students to the Savior. The guidelines and policies that follow are designed to protect and promote spiritual growth for each child and adult involved. Therefore, each volunteer who teaches, helps, or cares for the children placed in the care of FEFC is required to adhere to the guidelines, policies and procedures included in this manual.

I. LEADERSHIP EXPECTATIONS

The following expectations have been established for those who are serving as volunteer leaders in the ministries of our church:

- A. A personal salvation experience through faith in the death and resurrection of Jesus Christ (Romans 10:9-10)
- B. Be members of FEFC. Exceptions to be approved by Board of Elders.
- C. Consistent attendance at the regularly scheduled services of the church (Hebrews 10:23-25)
- D. Diligence in the preparation and fulfillment of all assigned responsibilities (1 Corinthians 10:31)
- E. Faithfulness in the personal study of God's Word and in praying for the ministries and people of the church (2 Timothy 2:15, Colossians 1:9)
- F. A personal lifestyle that sets a proper example and abstains from worldly habits and sinful practices that would compromise or hinder one's testimony as found in God's Word (Colossians 3:1-17, 1 John 2:15-17)
- G. A spirit of unity that strives to maintain oneness in the Body of Christ (Philippians 2:1-4)
- H. A desire to develop and enhance one's spiritual gifts (Ephesians 4:11-12)
- I. A desire to see people come to a personal, saving knowledge of Jesus Christ and to grow in their walk with Him (Matthew 28:19)
- J. Submission to those in authority and faithful support of the policies and procedures established by the church for the purpose of providing effectiveness in ministry (Heb.13:17)

II. VOLUNTEER APPLICATION PROCEDURE

- 1. Obtain a Children's Ministry Volunteer Application form in the church office.
- 2. Be interviewed by the Sunday School Superintendent, the Pastor of CE, or an elder.
- 3. Background checks and criminal records searches will be done.
- 4. A volunteer is considered approved when:
 - a. The above (1-3) steps have been completed.

- b. The volunteer has been oriented on the Protection Policy procedures outlined in this document.
 - c. The volunteer has been notified of his/her approved status by the CE Pastor.
5. All volunteers need to reaffirm every year of service that their life circumstances have not changed in ways that may negatively impact their ministry.
6. The church will keep confidential all information received in the application process. Selected information will be marked as such and stored with limited access afforded only to individuals having a right to know such information.
7. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex-related crimes, either a misdemeanor or felony, cannot serve in any area of children's ministry.
8. FEFC reserves the right to revoke any volunteer's ability to serve in the children's ministry with or without notice at any time for any reason or for no reason at all.

III. CHILDREN AND STUDENT PROTECTION PLAN

A. EXISTING FACILITY PROVISIONS

1. Windows into nurseries, classrooms, and other supervisory areas are to provide easy viewing by parents and supervisors. Please keep these unobstructed at all times.
2. Some supervisory areas have adjoining toilets and shall be used by preschoolers and younger children whenever possible, preventing the need for children to leave the room.
3. The doors to the nursery are locked from the inside to prevent anyone from entering unnoticed.
4. Rooms for children under two years of age shall be equipped with safety counters or an equally effective system set up to help keep children in their rooms.
5. Diaper changing tables/areas shall be in clear view.
6. First aid kits shall be stored in convenient and easily accessible areas and the locations made known to all volunteers.
7. Evacuation plans shall be displayed at the doorway of each classroom and high traffic area.
8. Individuals convicted of sexually oriented or sex-related crimes, either a misdemeanor or felony, will be restricted to certain designated areas of the church building at the discretion of the Board of Elders. Cases will be dealt with on an individual basis and will typically come up for review yearly. The individual may request additional freedoms at any time. The Board will be open to receive statements from recognized experts as to the degree of risk the person poses, but will rely mainly on legal advice in making decisions.

B. CLASSROOM SUPERVISION GUIDELINES

1. Staffing Guidelines.

- a. All teachers and children's workers will complete a Children's Ministries Volunteer Application form and return it in a sealed envelope to the CE Pastor or Business Administrator. Approved volunteers will have completed a screening process which includes regular attendance at FEFC and possible reference and background checks. Parents who have completed this process may be asked to assist temporarily when necessary. Those regularly attending other churches may be approved as helpers only.
- b. Two-deep leadership is essential. Teachers should serve in teams so that at least two workers are in the room at all times.
 - i. At least one approved adult (19 years old) will be in each room at all times.
 - ii. Student helpers will be 6th grade or above.
 - iii. Younger helpers must work alongside an approved worker, preferably a parent or guardian.
 - iv. Rooms for all children up to 2nd grade must be staffed with at least one worker who is a woman; this is to facilitate the bathroom policy.
- c. The CE Pastor and supervisors will make regular visits to classrooms and nurseries to ensure they are properly supervised.
- d. A minimum of two workers is understood regardless of the number of children/students present.
- e. If a class is unexpectedly short-staffed, one of the following remedies should be utilized:
 - Ask an on-call person to fill in
 - Ask a parent to stay and help; the teacher will assume the supervisory responsibilities
 - As a last resort, cancel the class and have children remain with parent/guardian
- f. At no time are children to be left unsupervised in any part of the facility.
- g. When babysitting is provided for an approved event at the church, the following are required:
 - The event is officially registered in the church office and the people in charge of the event are made aware of this child protection policy.
 - At least two approved adults must be present to assure these policies are followed.

2. Proper Displays of Affection.

Touch is an essential element in nurturing lives, and child abuse is a reality in our society. In order to protect the children in our care while promoting a positive, nurturing environment for ministry to them, the guidelines below should be carefully followed.

- a. Physical contact/affection with children should be age and developmentally appropriate. For example, it is generally appropriate for a 4-year-old to sit on a

worker's lap, but it is not appropriate for a teenager and student ministry leader to interact this way.

- b. Those who work with children/students should be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs.
- c. Touching should be initiated by the child or student; it is a response to the child's need for comforting, encouragement, or affection. It should not be based on the adult's emotional need.
- d. Touching and affection should only be given in the presence of other children's ministry or student ministry workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation; this principle is especially important when diapering a baby or helping a young child change clothes or use the bathroom.
- e. Touching behavior should not give even the appearance of wrongdoing; as ministry workers, our behavior must foster trust at all times and be above reproach.
- f. Church workers are responsible to protect children under their supervision from inappropriate touching by others.
- g. Church workers must promptly discuss inappropriate touching or any questionable behavior by other workers/persons with the Sunday school Superintendent or the Pastor of CE, who must make a written record (Incident/Accident report)
- h. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love:
 - Hugging, holding hands and other forms of appropriate physical affection between workers and children are important for a child's development and are generally suitable in our church setting. However, any physical contact should be age and developmentally appropriate. One-arm side hugs, hand-to-arm hugs, a brief assuring pat on the back or shoulder, handshakes, and high-fives are positive contact.
 - Appropriate sitting on laps may occur with children ages five and younger; discourage lapsitting with school-age children; rather, encourage them to sit **next** to you.
 - Gentle/casual contact may be used on children's heads, shoulders, arms, and hands. Never touch children in any manner that may be construed as sexually suggestive. Never touch a child between the belly button and the shin; never touch a child's private parts. Physical discipline should never be used on children or students. Never touch a child in anger or disgust.
 - Back rubs are not appropriate for any age.

3. Taboo Topics.

Certain topics of discussion are best left to parents and their children. The following topics are best discussed as part of the official curriculum of FEFC taught by an FEFC teacher, or left for parents and their children to discuss. If you have a question about

the propriety of discussing one of these topics, speak with the teacher or leader in charge of the area in which you serve.

- The rapture
- The tribulation
- Satan—if the purpose is to incite undue fear or confusion
- Hell—if the purpose is to incite undue fear or confusion
- Denominations
- The gifts of speaking in tongues and healing
- Human sexuality or reproduction
- Female menstrual cycle
- Drugs, alcohol, or other questionable behavior before salvation
- Political Issues

4. Discipline Policy (0-12th Grade).

- a. Our goal is to provide and maintain a loving, safe and positive environment in which our children can learn. Whenever a child's behavior is not appropriate for a nursery or the classroom setting, or for the safety and welfare of him/herself, measures will be taken.
- b. All interaction regarding discipline needs to carefully consider the child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline should be carried out through instruction, training and correction. Physical punishment will not be used. Teachers/helpers may contact a supervisor for assistance in dealing with disruptive students. A parent/guardian will be notified in situations requiring stronger discipline.
- c. When nursery children have difficulty with peers, the worker/helper will intervene, move the child to a different part of the room and redirect his/her attention. Explain to the child that it "hurts to be hit; touch friends gently." If the behavior persists, a time-out chair will be used for a period of no more than five minutes. When time out is needed, parents/guardian will be notified in writing when they pick up the child (Incident/Accident report). If the behavior persists, the parent/guardian will be asked to stay with the child in the nursery until the behavior is resolved.
- d. For inappropriate behavior in classrooms measures will include verbal reminders, rearrangement of seating location, time out within the classroom removal from the classroom to a supervisor (never allow a child to leave the room alone), and parent/guardian notification. In extreme situations, the parent will be asked to stay with his/her child to help monitor appropriate behavior.

C. OUR READY RESPONSE TO CHILD ABUSE

1. Definitions.

- a. **Physical abuse**—any physical injury inflicted on a child or vulnerable adult by an adult or older minor who is in a position of power or control over that child by other than accidental means. Physical injury shall include damage to bones or teeth, the brain, other internal organs, poisoning, burns, cuts, permanent skin

disfigurement or any injury resulting in permanent or temporary incapacitation. Discipline by those responsible for the child's care, custody and control administered so as not to cause physical injury will not be construed to be abuse.

- b. **Sexual child abuse**—any sexual activity with a child or vulnerable adult by an adult or older minor who is in a position of power or control over that child. This includes both physical touch (fondling, touching of private body parts, inappropriate kissing, and intercourse) and non-touch actions (sexual remarks, showing pornography, forcing the observance of a sexual activity).

2. Our response to child abuse which occurs in the ministry setting of FEFC.

- a. If you observe or suspect any abuse by a church staff person, fill out a report (Suspicion of Child Abuse or Neglect form) in the presence of an elder or a pastor as soon as possible; do not approach the staff person with your concern.
- b. Within 24 hours (or sooner if imminent danger exists) a committee will review the report. The committee shall consist of at least one pastor, one elder, and the supervisor of the ministry area in which the allegation or suspicion was reported; assistance from an attorney, a physician, or a child psychologist may be called upon.
- c. The committee will determine what legal and disciplinary steps should be taken.
- d. Taking the child's safety and best interests into consideration, a personal visit to the child's family shall take place as soon as possible.
- e. Only the review committee has the authority to terminate the process of investigation and intervention unless CPS contact has been made.

3. Our response to child abuse that occurs elsewhere, but of which we are made aware.

- a. All employees and volunteers of FEFC shall report in writing immediately to their supervisor/pastor any items of obvious concern relating to child abuse or neglect of minor children (0-18 years old) of which they have knowledge or observe within the scope of their duties.
- b. At all times keep the information confidential and discussed only with the pastor/supervisor or the review committee.
- c. The following are indicators of possible abuse and neglect and a report should be made; they are to be evaluated as they relate to each other and in conjunction with each other, not necessarily as separate entities. Special attention should be given to a child's sudden change in behavior or condition.
 - Verbally complains about, or mentions in passing, specific acts of neglect or abuse (physical, sexual, or verbal) or exposure to sexual activity, pornography or abuse of others
 - Verbally complains about, or mentions in passing, vague references to having to do bad things or having bad things/secret things done to him or her
 - Reports or evidences difficulty urinating or discomfort sitting
 - Reports or evidences an atypical fear or discomfort of being with particular people

- A sudden refusal to do something previously enjoyed or to be with someone previously liked
- Fear of a specific person or an intense dislike at being left somewhere or with someone
- Aggressive, disruptive, or self-abusive behavior
- Withdrawal, running away, or failure in school
- Defiant; rebellious; cruel to weaker children/animals
- Unusual or inappropriate interest in or knowledge of sexual matters, expressing affection in ways inappropriate for a child of that age, or acting in an unusually seductive way with peers or adults
- Seeking attention excessively and indiscriminately
- Has unexplained injuries—a patch of hair missing, a burn, a limp or bruises
- Has an inordinate number of unexplained injuries
- Attempts to deny or hide injuries
- Alludes to incidents in writing, through prayer requests, in drawings, etc.
- Complains about numerous beatings
- Does not receive adequate medical care for injuries
- Complains about others doing things to them when others are not home
- Is dirty and smells or has bad teeth or hair falling out
- Is inadequately dressed for inclement weather
- Wears long-sleeved tops during the summer to cover bruises on the arms
- Unusual sexual themes expressed through the child's work, art, poems, stories
- Hyperactivity
- Not crying when hurt
- Impulsive
- Little concept of consequences of actions
- Lying, stealing, lacks socially appropriate behavior (manners)
- Two year or more developmental delay
- Believing failure is inevitable
- "Magical thinking" (little reality)
- Not listening or concentrating
- Constant fighting with other children
- Little awareness/concern for needs of others
- Clingy
- Fearful
- Destructive to property
- Self-inflicted injury (scratching skin, etc.)
- Extreme changes in behavior such as sudden loss/increase in appetite
- Recurrent nightmares or disturbed sleep patterns and fear of the dark
- Regression to more infantile behavior such as bed-wetting, soiling their clothing, thumbsucking, or excessive crying

- An unwillingness to change clothing in order to participate in a physical activity
 - Wearing clothes to bed
- d. It is not the responsibility of the reporting person or the supervisor/pastor to substantiate any allegations or suspicions; as soon as possible, a review committee will determine how best to meet the needs of the situation.
 - e. If the assessment of the alleged abuse or neglect does not implicate the child's parents/guardian/primary caregivers, it is recommended that a personal visit be made to the family by a pastor and at least one other leadership representative as soon as possible.
 - f. Only those persons designated by the Senior Pastor will be authorized to speak to the media/press, to the community at large, to the FEFC community, to the alleged abuser, or to victims and their families, about any allegations or suspicions of abuse.
 - g. Only the review committee has the authority to terminate the process of investigation and intervention.

4. Responding to the child.

- a. When the child first comes and speaks to you about abuse or neglect, be sure to take his/her word seriously, don't deny or minimize the problem, but stay calm and listen; offer emotional reassurance that it was right to tell you about what is bothering them and that they are not at fault. Do not promise that you will not tell anyone; if the child asks, tell them with whom you will discuss the problem.
- b. As an employee or volunteer it is not your responsibility to interrogate the child to get "all the facts" or to attempt to substantiate any allegation or suspicion of abuse or neglect; your responsibility is to listen, to ask a few questions so you have some understanding of what the child has said to you, to offer reassurance, and to report your concern immediately.

5. Responding to applicants who are survivors of child abuse.

- a. Any applicant who is a survivor of childhood sexual or physical abuse needs love and the acceptance of the FEFC family; a person's experience with abuse and their recovery process may be pertinent to their suitability as a ministry worker; applicants who are survivors of abuse should discuss this in confidence with a pastor or supervisor, whichever they are most comfortable with.
- b. When evaluating candidates for ministry work, the following factors will be considered if an applicant is a survivor of child abuse:
 - Whether the applicant has previously committed an act of child abuse or molestation (anyone who has mistreated children may not serve in children's or student ministries).
 - The extent of professional counseling the applicant has received.
 - The opinion of references, especially professional counselors who have served the applicant.
 - The opinion of leaders in other churches or student organizations in which the applicant has been involved.

- How closely the church is able to supervise and monitor the position for which the applicant is applying.

D. POLICIES PRIMARILY APPLICABLE FOR AGES 0 THROUGH ELEMENTARY

1. Drop-off Policy. Children are welcome to enter our classrooms when adequate supervision is available. Generally, two adults will be provided 10 minutes before a program starts.
2. Volunteer Identification Policy. All volunteers and staff working with any children up through sixth grade should wear a name tag identifying themselves
3. Child registration policy.
 - a. Programs for children/students through 8th grade provide a weekly attendance sign-in sheet.
 - b. Parents are to fill out a registration form for any child who attends a program regularly (three times or more). These forms are available on the 1st E Free website under the *ministries* tab. (Not necessary if the family registered in the fall.)
 - c. Children should be registered and attend the class at their age, grade, or developmental level. Any special consideration requests should be directed to the CE Pastor.
4. Security System.
 - a. For Sunday school, parents of kindergarten age and under will be issued a security tag. The security tag is used to release children back to their parents/legal guardian. A teacher or helper will oversee the pickup process to ensure a child is released only to a parent/legal guardian. Children will only be released to those who have the child's security tag.
 - b. For the nursery, the pager system will be utilized as the security tag for each child. Pagers must be given to each parent/legal guardian and used if the child cries or fusses for an extended amount of time (i.e. 10-15 minutes maximum).
5. Parent/Guardian Pick-Up/Child Release Authorization.
 - a. As regards Sunday school and nursery: For the safety of children involved in our nursery through kindergarten programs, we require that a parent/legal guardian come to the classroom and pick up their children following any FEFC program. We ask that this be done within 10 minutes of the class ending. Children 1st-6th grade may leave on their own unless the parent instructs otherwise.
 - b. As regards Sunday school: To avoid distractions and to save time spent on quieting down a class, parents/guardians are requested not to enter the nursery or classroom when picking up their child unless requested to do so.
 - c. As regards AWANA: For the safety of children involved, those with children in the Cubbies and Sparks programs must be picked up by a parent or guardian.

Children 3rd-6th grade may leave on their own unless the parent instructs otherwise.

6. Diaper Changing Policy.

- a. Only approved female volunteers may change children's diapers. Rubber gloves must be worn when changing a child and the changing table cleaned after each use. The trash in rooms that have diaper-changing stations will be removed after each event.
- b. Parents may change diapers of their own children, and, whenever possible, are requested to change diapers before bringing their child to the nursery. Changing tables are available in various restrooms.

7. Bathroom Policy.

- a. If a younger child needs assistance in a nursery bathroom, an approved volunteer of the same gender, if possible, may enter to assist. If the bathroom door has no window, the door must be left open while the approved volunteer is present.
- b. For all other classroom situations:
 - An approved volunteer should escort a group of children to the hallway bathrooms. It should be the aim to always go in a group. Avoid taking a child to the bathroom alone.
 - If for some reason only one child must go to the bathroom, an approved volunteer should escort the child to the hallway bathroom and check the bathroom to make sure that everything is in order. The volunteer should then remain outside the bathroom door and escort the child back to the classroom. The volunteer should open the bathroom door and call the child's name if he/she is taking longer than seems necessary. If a child needs assistance, the volunteer shall leave the bathroom door and the stall door open as she assists the child. Only women should assist girls or boys of any age. Minors should not help children in the bathrooms.
 - Remember, never be alone with a child in a bathroom with the door closed, and never go into a bathroom stall with a child and close the stall door.
 - Third grade and over may use the bathrooms one at a time with the teacher's/supervisor's permission.
 - We strongly encourage parents to assist their children in using the bathroom prior to each class.

E. POLICIES PRIMARILY APPLICABLE TO MIDDLE SCHOOL/HIGH SCHOOL

1. Special Events/Overnight Policies.

- a. Supervision guidelines: For all special events, a minimum of two adults (who have filled out the MINISTRIES VOLUNTEER FORM) should be present regardless of the number of children present
Elementary: at least one adult per 8-10 children
Middle School: at least one adult per 8-10 children

- High School: at least one adult per 10-12 children
- b. Any off-campus, church-sponsored special events (mission trips, field trips, socials, etc.) must be pre-approved by the pastor in charge.
 - Parents will be notified at least one week prior to the outing
 - Proper **written** consent and **medical release forms** are required for each child participating in off-campus activities
 - When transporting children involved in an activity, all drivers must have a valid driver's license and current automobile insurance; the number of persons per car should not exceed the number of seat belts.
 - c. Any overnight activities must be pre-approved by the appropriate paid staff member (pastor, youth pastor)
 - There will not be overnight activities for children younger than 6th grade unless it is approved in advance by the Board of Elders.
 - Whenever possible each adult leader will have an assigned group of children for which they are responsible for the duration of the overnight event.
 - Each adult leader *must* adhere to and enforce the FEFC Lock-in Rules and Policies (attached).
 - No children/students of the opposite gender shall be together without adult supervision
 - Leader/supervisors should not be alone with a child/student unless in clear view of the rest of the group.
 - All curfews set for overnight events will be followed.
 - Separate and distant sleeping quarters must be designated for males and females.
 - A leader/supervisor will never sleep in a bed or sleeping bag, or on a mattress or cot with a minor.
 - Appropriately modest sleepwear must be worn by minors and staff.

2. Driving by Minors.

- a. Parents/guardians are generally responsible for providing transportation for their children to and from church youth activities.
- b. When a staff member (paid or volunteer) is driving students, he/she should never be alone with a student of the opposite sex. If the possibility arises, call the student's parent/guardian and ask if someone could pick up the student or if you may drive the student alone. If you aren't able to speak with a parent/guardian, be sure to notify a supervisor before driving the student alone.
- c. Any driver must have a valid driver's license and current automobile insurance.
- d. The number of persons per car should not exceed the number of seat belts. Seat belts should be worn at all times.
- e. Due to the risks and for insurance purposes, it is inappropriate for staff, paid or volunteer, to give rides on motorcycles, four-wheelers, etc.
- f. For trips in vans or busses there should be at least two adult supervisors and the previously mentioned staffing ratios followed (Sec. II B/b)
- g. For long trips in automobiles there should be two certified drivers.

3. Lunches/Off-site Meetings with Students.
 - a. One-on-one lunch appointments or any off-site meetings with the opposite sex are not appropriate at any time.
 - b. Generally, any informal contact between staff members (paid or volunteer) and students should be with the prior approval of the parents/guardian; such meetings should occur in public places.

4. Open-door Policy When Working with Students.

At no time should anyone working with students have a one-on-one meeting behind closed doors unless a window allows unrestricted viewing into the room; for additional protection, keep the door at least partially open when possible.

5. Dating Students.

At no time shall anyone working with students pursue a dating relationship with a student; staff should always be alert for and sensitive to “student crushes” and their own “emotional attachment” to particular students; the danger is that emotional attraction can lead to physical expressions; all intimate touches (including face and hands) are inappropriate.

6. Communication with Students.
 - a. Frequent or lengthy communication through written correspondence, by telephone, e-mail, internet chat, instant messaging, etc., should be discouraged and not initiated unless for a particular pastoral reason.
 - b. Anonymous communication is inappropriate

7. Personal Disclosure.

While your own personal disclosures of the challenges and difficulties you’ve experienced in your own life can build rapport and trust with students and encourage them to honestly discuss their life situations, they can also create a confusing and unhelpful emotional intimacy; your personal disclosures should be infrequent and brief and always for the benefit of the students, not yourself; do not talk to students for your own guidance and/or emotional support.

8. Student disclosure.

At times, students may reveal highly personal information; you need not avoid such communication because it may be an opportunity for significant ministry; however, you cannot promise total confidentiality.

9. Pornography.

It is totally inappropriate to show or view with a minor any form or medium of pornography; full efforts must be made to prevent any access to pornography either on-site or on all off-site and overnight activities.

10. Additional guidelines.

- a. No knives, fireworks, stink bombs, or weapons of any type may be brought to any youth functions.
- b. No tobacco products, alcohol, or illicit drugs are permitted.
- c. Over-the-counter and prescription drugs are permitted with parent/guardian approval and the youth leader's knowledge.

FEFC Lock-In Rules and Policies

1. In the event of a mixed-gender lock-in, there must be a male and female leader awake at all times, and there should be no unsupervised children in any part of the building at any time.
2. In the event of a single-gender lock-in, there must be an adult leader of the same gender awake at all times.
3. Every adult who participates must complete the Children Protection Policy. Leader to student ratios shall be:
Middle School: at least one adult per 8-10 children
High School: at least one adult per 10-12 children
4. One pastor, intern, staff, or a person approved by the elder board must be present during the entire lock-in.
5. There must be separate sleeping areas for males and females.
6. Except for leaders, all offices are off-limits during lock-ins.
7. No doors should be propped open or left un-locked. Arrange for a time and place when everyone should enter the building. There must be an adult supervising the sign-in of all students in attendance. In the event of late-comers, a sign should be posted with the name and phone number of the staff person whom they can contact to be let in.
8. A leader must be notified when a student leaves early under any circumstances.
9. No playing with the elevator.
10. No playing with the fire extinguishers, defibrillators, sound equipment, etc.
11. There should be no food or drink outside the designated areas.
12. No standing, or jumping on any furniture or equipment.
13. No objects such as footballs, softballs, shoes, etc., should be thrown through the air except in the designated area allowed by adult sponsors.