

Teen SafePlace Training

Accountability

1. Two adult rule: At least two trained adults must be present for any activity at or sponsored by the church. No adult should be alone with one child/student at any time without prior arrangement and permission, and without being in a public location.
2. Three-person rule: If two adults cannot be present at a particular time or location, at least three people must be present (again, so that no leader is one-on-one with a child/student).
3. Doors to rooms must remain open unless there is a window in the door.

Examples:

There must be more than one leader in a room/location and more than one adult present for any activity.

Do not be alone with a child at any time. If you must come in with one from outside, or take one to a room/place where no one else is, take a third person.

When children are being picked up, at least two leaders must stay until all the children are gone.

Inappropriate behavior

Inappropriate behavior may include improper touching, improper physical conduct, or improper speech.

Inappropriate touching would include touching someone anywhere that would be covered by a swim suit; full body contact such as frontal hugs (use side-by-side hugs instead); massages; tickling; piggy-back rides; kissing or any sexual conduct, or any other contact that makes you or the recipient uncomfortable.

Inappropriate physical conduct would include hitting, kicking, biting, tripping, or otherwise causing physical injury to another person. It would also include deliberate disobedience of a leader's direction, or any dangerous or illegal activity (Smoking, sexual contact, alcohol, drugs).

Inappropriate speech includes bullying, harassment, criticizing authority, and saying things that directly or indirectly relate to sexual acts or relationships.

If you see/hear any leader or child doing any of these inappropriate behaviors, or an accusation is made against someone for this type of behavior while at FITS, go to a leader (who is not

involved in the problem), explain the problem and document the situation on an incident report.

First Aid

First Aid kits are available from the kitchens, the church workroom, or any classroom in the building.

Some things you should know about giving first aid at FITS:

1. If you need an ice pack, go to the freezer in the Fellowship hall or the Equipping Center kitchen. Only if you are not on the premises (like at Taylor Lake) should you use a cold pack from one of the first aid kits.
2. You may not give ibuprofen or Tylenol to any child without the parent's permission. If someone feels they need a pain reliever for some reason, they must go to the church office, call home from there, and get parental permission for a staff person to give them something. (The first aid kits are NOT supplied with pain relievers).
3. Benadryl may be given to a person who experiences an allergic reaction to something (such as a bee sting). Those pills are supplied in the kits and are also available in the church office. (There are no epi-pens; people who need those should be carrying them).
4. There are instruction cards in the first aid kits that help you know what to do for various injuries. The cards are on a ring. Just look for the card that has that type of injury or situation.

Incident Reports

ANY SITUATION THAT REQUIRES FIRST AID (injury, illness) or INVOLVES INAPPROPRIATE BEHAVIOR **MUST BE DOCUMENTED USING AN INCIDENT REPORT** (red form). The forms are located in every first aid kit as well as the church office. The form must be turned in to Tom or the church office the same day for follow-up.