

# Upland Community Church SafePlace Training Notes



## Introduction

- **Everyone** who works or volunteers with children/youth at UCC, including outside organizations that regularly use UCC facilities, is required to have a **complete, up-to-date SafePlace file**. Have your file complete within **3 weeks** of starting to volunteer.
- The church insurance policy will provide a volunteer with a legal defense for **unfounded** charges. It will **not pay** any portion of legal defense when **misconduct** occurs. Abuse and/or sexual relationships with minors can lead to a **felony conviction and imprisonment**.
- Any person who has reason to believe that a minor has been abused on church property, at a church-sponsored-function, or in a relationship arising out of a church event or function, **must immediately report** such a matter to one of the pastors, elders, or persons in charge of that function at the Upland Community Church.
- **Minors** (under 18 years old) who volunteer with children/youth have a SafePlace Information Sheet to review with their parent/guardian and a form to fill out and sign together. Minors do not view the online training video.

**SafePlace file contents** - volunteers 18 and older – updated every 5 years

- Volunteer Information Form / Update Form
- Copy of a Photo ID (ie. Driver's License, Campus ID) / new copy every 5 years
- Reference Checks and a Background Check
- Response Form for SafePlace Video Training / reviewed & resubmitted every 5 years

## The 4 P's

- **Prepare** - know what you should or should not do
- **Plan** - prevent problematic scenarios before they occur
- **Protect** - reduce isolation and increase accountability
- **Permission** - ask and inform parents and leaders

## The 2 Adult Rule

2 adult supervisors, who are SafePlace trained, should be present during any church sponsored activity, special event for children or youth on or off the UCC campus, or by organizations that use UCC's facilities. This includes transportation, setup/cleanup times, special events, etc. Note about Transportation - Drivers need to have a valid copy of their Driver's license on file, not just campus ID or passport. Always have everyone wear seatbelts

## The 3 Person Rule

If the 2 Adult Rule cannot be followed, there must be at least three individuals always present.

- Do not be alone with a child/youth or in a room without windows with the door closed with a child/youth at any time.
- When multiple rooms are being used, two adults do not need to be in each room, but at least three people need to be in each room.
- Never be in the dark with children/youth. Always keep the lights on or dimmed even when showing videos.
- 2 adults should be present when the first/last child/youth is dropped off/picked up.

## Adult-Child Ratios

- Nursery: up to 3 children per adult
- Preschool: up to 5 children per adult
- Elementary: up to 8 children per adult
- For Jr/Sr High students this ratio can be higher as long as 2 SafePlace Trained Adults are present.

## Permission Slips

All Special Events at UCC or off-site need to be pre-approved by your ministry leader and each child's parents need to sign a Parental Consent Form.

- Half the form should be for the parent to keep with the activity details (when/where you are meeting, where you are going, what you are doing, when/where you will return, and your contact information).
- The other half of the form will include the child's full name, parent's signature giving permission for the child to participate, an emergency contact name/number and box to check if medical release form is already on file in the ministry office.
- You will need to keep your half of the consent form and a copy of the medical release form in the possession of an adult leader present at the event.

## Restroom Guidelines

- Infants - use changing tables in the nursery and sanitize the changing area between every diaper change.
- Toddlers/Preschoolers - assist as needed. Use the child-sized bathroom in the nursery when it's available, or the family restroom in the hallway across from the nursery. Close only the bottom half of the door for privacy and accountability. Any time a child needs to be monitored in an adult restroom, take multiple children, leave the stall door open for younger children, stand in the restrooms open doorway or prop the door open with a doorstop.
- School aged children – accompany them in the hallway but allow them to use the restroom alone.

## Physical Contact

- Do not kiss children.
- Avoid extended hugs, prolonged contact, or full-contact touch.
- Never touch an area of the body that would be covered by a modest swimsuit.
- Do not give piggy-back rides, massages or tickle children (reasonable exceptions may occur in the nursery)
- To comfort or encourage a child, give gentle touches on their shoulder or arm, or a quick side-by-side hug. If there are any questions, talk to your ministry leader.

## Allergy Awareness Policy and Action Plan

- The nursery is a Cheerios ONLY zone. Children with allergies in the nursery will get a red dot sticker on their name tag.
- Preschool/kindergarten classrooms are allergy-sensitive NO NUT zones. Children with allergies these classes will have a bracelet provided. Follow the pre-approved snack list available on our website.
- For elementary children, snacks with tree nuts are discouraged but not prohibited.
- Notify the parents or guardians immediately in the case of allergic reaction. In case of anaphylaxis, call 911 and follow parent's action plan.

## Electronic Communication

- Ministry leaders have a communication policy that is publicized to youth and parents.
- Improper use of electronic communication can result in job dismissal.
- Parental consent is needed for all electronic communication including texting and social media.
- Don't depend solely on electronic or social media communication
- Be cautious about the timing of messages or posts, send nothing after 10pm
- Carefully consider what you say and avoid saying any that can be easily misinterpreted.

## Incident Reports / Disciplinary Action

- Fill out forms immediately for any injury, illness, disciplinary or behavior issues, physical or emotional conflict or suspicion of neglect or abuse. Always err on the side of filling out a form even for small situations. For any bullying, harassment, or sexual misconduct, a church leader or parent may need to be involved.
- Remind the child of proper behavior, redirect the child, remove the child from the activity until restored to good behavior. Follow posted guidelines or ministry procedures and get additional help if needed.

## Emergency / Fire / Tornado

- If the problem appears serious or life threatening, call 911 without hesitation.
- Mini first aid kits with basic supplies are available in every classroom.
- Every ministry and kitchen has a full first aid kit and a spill kit for bodily fluids. Ice packs (frozen sponges) are available in every kitchen freezer.
- An AED, or Automated External Defibrillator, for people with no pulse is mounted in the church foyer. The directions are on the box. The AED should only be used after calling 911 or getting help from any medically trained adults present.
- **Fire** - take children to the nearest exit. In the Nursery, use the two evacuation cribs. Fire escape diagrams are next to all the classroom doors in the building. Fire extinguishers are in hallways and in the kitchen. Keep your children together in a group and move to the grassy area on the far west side of the parking lot near the bus barn.
- **Tornado** - Move children to designated safe locations - any bathrooms, the preschool rooms, the upper room and hall at the top of the ramp, the basement under the fellowship hall, the youth room, the equipping center kitchen, and the crib room in the nursery.

## Abuse or Neglect

- **Child Abuse** - non-accidental physical or mental injury or mistreatment caused by the acts or omissions of a child's caretakers.
- **Physical Neglect** - the failure to meet the basic requirements for supervision, housing, clothing, medical attention, and nutrition.
- **Emotional Neglect** - the failure to provide the nurture and security essential to the psychological and social development of a child.
- **Possible symptoms** - unexplained bruises, burns, fractures or abrasions (often at varying stages of healing), consistent lack of supervision, consistent hunger, inappropriate dress, poor hygiene, unattended medical needs, extremes of aggression or withdrawal, discomfort in movement or flinching away from contact, irritation of the mouth or genital areas, inappropriate sex play or acting out seductiveness, depression or listlessness, or inappropriate clothing for the weather.
- Do not press the child for information or speak to the parent/guardian about the situation.
- In the state of Indiana it is law that anyone 18 or over who recognizes signs of abuse or neglect must report it to authorities, this can start with a Ministry Leader, Pastor or SafePlace Coordinator. You are protected legally if the report is made in good faith and as a volunteer you can remain anonymous.

**Questions-** contact Cheryl Ziegler, UCC Office, SafePlace and Nursery Coordinator [cherylz@uplandcc.org](mailto:cherylz@uplandcc.org) 765-998-2746