BREAD OF LIFE
PRESBYTERIAN CHURCH

HEALTHY BOUNDARIES: Safety Policies and Procedures for Children and Vulnerable Adults

"Let the children come to me, and do not stop them, for it is to such as these that the kingdom of heaven belongs." Matthew 14:19

Jesus loves and values "kids" of all ages, from babies to adults! It is our desire to provide an environment at Bread of Life Presbyterian Church that nurtures Christ's love for all God's children. We also value and greatly appreciate every one of our volunteers who serve the church in various ministries.

These safety policies are designed to both provide a safe place for our children and congregation and to equip volunteers to serve with joy. By intentionally reducing the risk of abuse in our church, we are helping to create a physically, emotionally, and spiritually safe place for children to experience the Father's love in Jesus Christ through the Holy Spirit. Implementing procedures and policies is an act of worship and reflects our belief that God wants children of all ages to experience God's love and respond in trust, love, and obedience.

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MINISTRY VOLUNTEERS

Who can Volunteer?

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a. Six Month Rule. No applicant will be considered for any volunteer position involving contact with children until he/she has been involved with Bread of Life Presbyterian Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.
b. Youth Volunteers. We encourage teenagers who want to serve as volunteers. In order to provide a safe environment for children and provide an enjoyable volunteer experience, volunteers must be at least 14 years old. They must be screened, supervised by an adult, and never left alone with children.
c. Youth Group Volunteers. Those who volunteer with youth must be at least four years older than those they are serving.
d. Substitutes. We are blessed to have volunteers who teach children on a regular basis. Realizing that there will be times when regular volunteers must be away, substitutes will be asked to fill in. The Christian Formation Committee will seek volunteers willing to substitute and who complete the Stage One Screening and Training guidelines. An active list of potential substitute teachers will be available for teachers to call. The Committee Chairperson should be notified of the date of the teacher's absence and the name of the substitute teacher to assure they have signed a Code of Conduct form and understand the policies in this manual.

Screening and Training for Volunteers

Screening and Training for Volunteers

For active Elders and Deacons:

- Receive and read through this Safety Policy Handbook.
- Complete a training program on these policies and procedures every 36 months.

For all volunteers working directly with children, such as those teaching Sunday School classes, leading children's church, or helping with Vacation Bible School.

- Participate as a member of or regular attendee at the church for at least 6 months.
- Receive and read through this Safety Policy Handbook.
- Complete a training program on these policies and procedures every 36 months.
- Authorize a background check including a criminal history check and provide references. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children and youth. Background checks will be renewed every two years.

GENERAL EXPECTATIONS OF MINISTRY VOLUNTEERS

Definitions

For purposes of this policy, the terms “child” or “children” includes all infants to those who are nine years old. The term “youth” includes all persons ages ten to eighteen years. The term “worker” includes both paid staff and unpaid volunteer who work with children and youth.

Campus Safety

Facility Components

- Where possible, windows will be placed in all doors where children or youth ministry is conducted (e.g., Sunday school rooms, pastor's office). If there is no window in the door, the door will be left open at all times. Parents, guardians, or supervisors have the right to visit and observe the children's/youth activity, classroom or church/organization-sponsored program at any time, unannounced.
- A fully stocked first-aid kit or kits will be available in the facility. Staff and volunteers will be informed of its location.
- Areas where children or an adult with a child could easily be alone together unsupervised will be locked or restricted.
- Emergency procedures will be communicated to all staff and volunteers.

Emergency Evacuation

- **Nursery:** In the event of a fire or other event that would demand the evacuation of the building, the Nursery Attendant will escort the children out of the building by:
  1. Exiting out the safest door that leads to the upper parking lot,
  2. Walking through the upper parking lot to Alta Place, and
  3. Waiting for parents on Alta Place.

  A rope has been provided for the children to hold onto with the Nursery Attendant at the front of the rope and the other Nursery Attendant at the back of the rope. Nursery Attendants may place the children in the crib and roll them out of the church.
- **Classrooms:** In the event of a fire while students are in the downstairs classrooms volunteers will escort the students out of the building by either:
  1. Going up the stairwell leading to the Narthex,
  2. Exiting out the Narthex doors that lead to the upper parking lot,
  3. Walking through the parking lot, and
  4. Waiting for parents on Alta Place

  Or
  1. Going up the stairwell leading to the back parking lot,
  2. Walking down the alley, and
  3. Waiting for parents on Alta Place

  A rope has been provided for the children to hold onto with one classroom volunteer at the front of the rope and the other volunteer at the back of the rope.

Inclement Weather

- **Nursery:** In the event of inclement weather, the Nursery Attendant will escort the children from the nursery down the Narthex steps and into the Choir Room/Tunnel.
- **Classrooms:** In the event of inclement weather all students will be led down the hall and into the Choir Room/ Tunnel. A rope has been provided for children to hold onto as they reach their destination.

Behavioral Expectations

The Two-Adult Standard. The general rule in working with children/youth is the two-adult standard. Ideally, this standard is understood as two unrelated adults over the age of 18 years. If this is not possible, the two-adult standard may also be one adult over 18 and one youth (14 years or older). Note: Related persons may volunteer together, but legally are considered one person. In every classroom of children (nursery through high school), two adult workers should be present at all times to safeguard against child abuse and false accusations of workers by children/youth. It also enhances team teaching and helps in case of emergencies. However, if situations arise where these standards cannot be met, the adult in charge should make sure the class is clearly visible through windows, or if no window is present, the worker should partially open the door to the hallway.

Appropriate Touch. We believe it is imperative to set guidelines for policies and procedures in dealing with the many activities available for children and youth. However, in setting these standards we do not want to diminish the value and importance of touch when working with children/youth in our care. We want to be careful that our conduct is appropriate for the age group. Finally, though it seems obvious: a worker must not, under any circumstance, at any time, make any comments of a sexual nature or behave in an inappropriate sexual manner. The following are "touch" guidelines when working with children/youth:

a. For the sake of propriety and to avoid any possible unnecessary suspicions or false perception, we ask that all workers refrain from kissing any child (except their own).
b. Appropriate touch is very important. Babies need to be held, youngsters need to be comforted, and teens need affirmation. Each requires touching. (Note: what is appropriate for one age group is not always appropriate for another).
    - Infants need to be patted, held, rocked, and hugged.
    - Toddlers and Preschoolers also need to be hugged or held from time to time.
    - School-age children and teens need a caring affirmation touch from an adult. However, care should be taken with this age group to avoid any contact that could be misinterpreted. In general, touching should be limited to high fives, handshakes, a pat on the arm or shoulder, or side-to-side hugs. Children of this age should not be held on a lap or knee. Youth group and Sunday school games between youth that involve contact outside of appropriate touching described above should be avoided. Before hugging a child/youth, ask permission (e.g.: "You look like you could use a hug. May I give you one?"). Any touch with a youth would be in respect to an established appropriate relationship with that youth by the worker.

Restroom Procedures. As much as is reasonably possible, the two-adult standard is applied to restroom procedures for children in the nursery.

a. Nursery. As a general rule, only regular nursery staff should change diapers. If a regular nursery staff person is not present, an adult should change diapers.
b. Potty trained through Preschool. For rooms that do not include restrooms within the room, there are two options.

   Option One: If an individual child must go to the restroom, the worker should use the buddy system and take along a second child preferably of the same gender.

   Option Two: Take the whole class to the restroom together. Adults should avoid going into the stall with the child. If that is unavoidable, do not close the stall door behind you. Try to avoid being in the restroom alone with a child.

Medication Policy. It is the policy of our church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home unless a life-threatening condition presents itself (asthma or severe allergic reaction). Parents of such children should provide a signed copy of appropriate medical plans of action.

Discipline Policy. The goal of discipline in a classroom is to create a positive environment where all the children will be able to learn about God without unnecessary distractions. Children should be given clear direction and guidance at their level of understanding. Occasionally, a child's conduct will be unacceptable for classroom learning. In these cases, the misbehaving child should be told firmly that his or her conduct is inappropriate, and given examples of what would be appropriate in that situation. Brief time-outs or supervised separation from the group may be appropriate means of discipline on an occasional basis. The parent/guardian, as well as the pastor, should be informed of the inappropriate conduct. The following acts are never permissible as forms of discipline:

- Corporal punishment or threats of corporal punishment.
- Humiliation, yelling, rejection, or shaming.
- Punishment that is associated with food, naps, or toilet training.
- Shaming or punishing wetters.

SEE APPENDIX A for a helpful list of "DO's and DON'Ts of Discipline"

Dismissal Procedures. Children (nursery through preschool) should be dismissed to their own parents/guardians or others previously authorized by parent/guardian. Elementary school children may be dismissed on their own. This is a privilege, not a right, and can be revoked at any time by a parent or teacher. Parents are encouraged to designate a place where they will meet their child.

Transportation, Off-Site and Overnight Activities

Transportation Policy. The following procedures should be used when transporting children and/or youth, whether the travel is local *or* out of town:

- Parental permission for transportation as part of a planned event should be obtained in writing.
- Parents should be notified immediately of any schedule or venue changes.
- Children who require a car seat or booster will not be transported. All other passengers must wear a seatbelt while a vehicle is in motion or turned on.
- There should always be more than one child or youth in a car with an adult.
- In an emergency situation where there is just one adult and one child in the car, the adult providing the ride should inform the child's parents or leave a message with the expected departure, travel and arrival times. Children should always ride in the back seat of a personal vehicle.
- Every driver must have a valid driver's license and drive a registered and insured vehicle. Drivers for church/organization activities should be at least age 25. Drivers under 25 will need approval from the Senior Pastor.
- When traveling in groups of vehicles, the group should stay together and in communication.

Off-Site Activities. The following are general procedures when children and youth are participating in off-site activities:

- Children and youth should have parent/guardian permission in advance to participate in any activity that takes place away from church/organization grounds. Permission should be given in writing and signed/dated by a parent or guardian. The permission slip will identify the name and date of the activity in which the child or youth will be participating, as well as provide a description of the activity.
- In general children and youth should remain in groups of at least two youth and one trained adult at all times when not with a legal guardian.
- The leader(s) of the activity should have an emergency contact phone number for each child or youth participating in the event.
- It is not appropriate for children and youth to meet at a volunteer's house or supervisor's private residence unless some parents and/or approved adults are also in attendance.

Overnight Activities. We recognize the sensitive nature of overnight activities, and take seriously the guidelines that apply. We also recognize that sometimes guidelines may need to change slightly in order to make safe accommodations possible. During overnight and camping situations, the following procedures apply. If all procedures cannot be followed, a written plan will be approved by the Session and shared with parents prior to the overnight activity.

- All adults supervising young people should be screened, trained and approved for service.
- Permission form, medical release form and emergency contact information are required for each child or youth. The forms will be retained by the person responsible for the activity for the duration of the event. Parents should be given a summary of the event details, schedule of events and timeframes.

- Hotels should have interior door access only, i.e., avoid motels where rooms are open to an outdoor walkway.
- Establish a curfew and conduct bed checks with adults visiting rooms in pairs. If possible, the adults should be of the same gender as the rooms being checked. Never enter the room alone where young people are assigned to sleep on overnight trips. If you must enter, make sure there is at least one other adult present.
- Children and youth should be supervised at all times. If small groups within the larger group will be separated, it is important to have ways to communicate, such as via cell phones.
- During trips, sometimes a youth or adviser needs to break off from the main group. If only one adult can break off the main group, he or she should take several young people, even if there is just one who has the need to leave the main group.
- If open showers are the only facilities available, separate shower times for youth and adults should be designated. Youth and adults should not shower together. Swimsuits may be required for showers in some instances.
- Children and youth of different genders should not change, bathe **or** sleep in the same room together. An exception to this might be in a situation where all children or youth are in the same large area with supervising adults, such as an overnight event in a gymnasium or other large open space.
- Those sharing sleeping quarters should generally be no more than two years difference in age.
- On a service trip, whether domestic or international, a youth should not be alone with an adult from the host mission, including leaders, homeowners, etc.
- We recognize that there may be sensitive situations that require alternative rooming assignments or bathroom considerations. We request that anyone who needs such accommodations reach out to the pastor or lead staff as early as possible during the planning of an activity. Costs for special accommodations will be absorbed into the group cost of the activity.
- Any event where volunteers provide transportation for children and/or youth requires a permission slip from parents/guardians. Volunteers who drive children must be insured adult drivers. Children must wear safety belts. Volunteers should take care to follow the two-adult rule while driving with youth.

ADDITIONAL AGE-SPECIFIC GUIDELINES

Nursery

- Nursery Information Form (Appendix D)- Each parent is asked to fill out an information form for nursery-age children. This form provides basic information for volunteers: name, age, allergies, and names of those authorized to pick-up children. These forms are available for volunteer reference in the nursery.
- Nametags - Please fill out a nametag for each child new to the nursery and stick it on his or her back. Do not use safety pins to attach nametags. If a child has a food allergy that is important to note, please write it on the bottom of his or her nametag.
- Snacks - See approved snack list in nursery.
- Diapers - See "restroom procedures" above.

Youth Groups and Special Events

Any church-sponsored event outside of church grounds or a "high-risk" event for youth at the church without parents (e.g. overnight Lock-ins) requires parental/guardian permission. An example permission slip is appended to this policy (Appendix C).

- Communication - Volunteers should always have a means of contacting parents/emergency contacts during special events (e.g. carry a cell phone)
- Videos & Music - All media used at events with youth should be screened by adult volunteers. The basic guideline for use of videos and music is to ask if their content can be used to teach discipleship in a manner that honors God and neighbor.
- Games - Games involving questionable touch between children/youth (e.g. Sardines) and games that isolate children/youth should be avoided.
- Destruction of Property – Youth engaged in an activity where church property is damaged/destroyed will be responsible for replacing the property and/or fulfilling required community service hours at the church as deemed reasonable by the Faith Formation Team.

Adults

When adults gather at the church for meetings, Bible study, fellowship events, group work, etc., the preferred practice is for there be at least three persons or, if only two, that they be of the same gender.

Vulnerable Adults

A vulnerable adult is a person eighteen years of age or older who is unable to protect her/his own interests or unable to adequately perform or obtain services necessary to meet essential human needs, as a result of a physical or mental condition which requires assistance from another. While the Iowa law for dependent adults is separate from that for children, the same general policies and procedures that apply to children should be applied to vulnerable adults.

OTHER GUIDELINES

Technology/Social Media

- Staff and volunteers should not engage in one-on-one electronic communications with children and youth. Parents or another adult will be copied on electronic communication. Communication should be traceable.
- Photos of children or youth should not be shared on personal or church social media platforms without permission from a parent/guardian.
- Staff and volunteers should not "friend" or "follow" children and youth on their personal social media pages.
- Staff, volunteers, youth, and parents should conduct themselves in an appropriate manner on all forms of electronic communications.

Closed Social Media Sites

Any closed social media sites developed for church groups or activities will need to be approved by the Session. A site administrator, approved by the Pastor, will be expected to maintain the site in keeping with the policies included in this document.

RESPONSIBILITIES RELATIVE TO CHILD ABUSE

The definitions and responsibilities outlined below are also generally applicable to vulnerable adults.

What is Child Abuse?

Legal Definitions of Child Abuse. The following is an abbreviated list of what constitutes child abuse. For the full report of definitions of abuse in the State of Iowa, see "State of Iowa: Child Abuse: A Guide for Mandatory Reporters." (http:// www.idph.state.ia.us/)

Physical Abuse: non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child

Mental Injury: harm to a child's ability to think, reason, or have feelings. This may be shown by impairment in the child's ability to function within the age-appropriate range of performance and behavior.

Sexual Abuse: includes the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct). See Iowa Code, Chapter 709, Iowa Code section 726.2, or Iowa Code section 728.12, subsection

Denial of Critical Care: failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

Recognizing Child Abuse. The following physical and behavioral indicators are listed signs of possible child abuse for you to consider (it is not all-inclusive). The indicators need to be

evaluated in the context of the child's environment. The presence of one or more of these symptoms does not necessarily prove abuse.

Resource: "State of Iowa: Child Abuse: A Guide for Mandatory Reporters"

Physical Indicators:

- Unusual or unexplained burns, bruises or fractures
- Irritation, pain, or injury to the genital area
- Venereal disease
- Consistent hunger, poor hygiene, inappropriate dress
- Substance abuse
- Discomfort when sitting

Behavioral Indicators:

- Extreme aggression
- Withdrawal
- Unusually seductive behavior
- Being uncomfortable with physical contact or closeness
- Knowledge of sexual matters beyond their normal developmental age
- Afraid to go home
- Fear of a person or an intense dislike of being left with someone
- Developmental or language delays
- Regressive behavior (a child acting much younger than they are)
- Recurrent nightmares
- Acting apathetic or depressed
- Compulsive overeating or extreme loss of appetite

Recognizing Adult Misconduct & Abuse. Our church does not condone any type of harassment of this nature. Any harassment or abuse should be reported to the pastor. Reported harassment will be treated as any other reported abuse. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct. Definitions:

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or

- an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of Technology is defined as the use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse.

Mandatory Reporting Policies and Responsibilities

State Law for Reporting Child or Dependent Adult Abuse. Iowa law requires the reporting of suspected child abuse to the Department of Human Services (DHS), Child Protective Services. It is not the reporter's role to validate the abuse. The law does not require you to have proof that the abuse occurred before reporting. The law clearly specifies that reports of child abuse must be made when the person reporting "reasonably believes a child has suffered abuse."

1. An oral report is required and must be made to DHS within 24 hours of the suspected abuse.
2. A written report is required and must be made to DHS within 48 hours of the oral report.
3. Law enforcement may be contacted if the reporter believes a child to be in immediate danger.

Reports are made in terms of the child's possible condition, not in terms of an accusation against parents. A report of child abuse is not an accusation, but a request to determine whether child abuse exists and begin the helping process.

Resource: State of Iowa: Child Abuse: A Guide for Mandatory Reporters

Protocol and Procedures for Reporting Child or Dependent Adult Abuse. A person required by law needing to report that a member, officer, employee, or volunteer of the PC(USA) may have committed abuse and/or sexual misconduct is encouraged to seek guidance from a PC(USA) minister or elder regarding filing a report. If the person who is accused of committing misconduct is a member, elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the pastor, the clerk of session, or the chair of the personnel committee. If the accused is the pastor, the presbytery has jurisdiction in disciplinary cases and will be notified. Their procedures are set forth in the Rules of Discipline of the PC (USA) Book of Order. If the accused is a member or a nonmember employee or volunteer, the church will respond by assembling a response team that adheres to the following guidelines:

1. **Listen to the report and take it seriously.**
    a. ***If a child/adult reports suspected or actual abuse to me:***
        i. Believe the person. <u>Do not</u> question the person. Leave this to those trained to ask questions.
        ii. Tell the person that you are sorry he/she is hurt and scared, and that you will try to protect him/her from further abuse. Be supportive and reassuring.

iii. Report abuse to the pastor.
iv. Be prepared to complete an Incident Report (attached to this policy)

b. If I suspect abuse:

i. Refer to the 'definitions' and 'recognizing abuse' sections of this policy. Ask yourself if there is a "reasonable cause," based on the definitions and indicators described in the policy.
ii. Do not question the person about your suspicions.

c. Report suspected abuse to pastor.

When we see something that causes us concern or makes us feel uneasy, it is sometimes difficult to find the "right words" to use when we report our concerns. To avoid misunderstanding or uncomfortable situations it is important to think through what you want to say before you report suspicions. Make sure you can explain in your report exactly what you saw and the reasons you are concerned. Please remember that communicating concern is not an accusation. Communicating concern does not ruin reputations. Communicating concern does not destroy people. If you talk to anyone other than the appropriate person to report to, you run the risk of doing all three.

2. **Prevent interaction**. Separate the person and others from the alleged abuser. This will be private and confidential. Prompt comfort, support and safety will be given the child/youth by two appropriate adults.
3. **Notify law enforcement** and/or the Iowa Department of Human Services as necessary/required. Contact parents/guardians if the person is a minor. More information can be found at https://hhs.iowa.gov/report-abuse-fraud

Response Team Responsibilities and Actions

1. **Assemble the "response team."** A response team will be formed to handle accusations and cases of sexual abuse and harassment. The pastor should be a member of this committee unless he or she is involved in the case. The clerk of session should also be on this committee and two other members of the church (preferably the chairpersons of the Christian Education and the Personnel Committees). The response team should be formed and ready at all times. Cases involving sexual harassment should be referred to the session through the clerk of session, pastor or an elder trusted by the party involved. Details will be kept confidential. The session will then be informed that a case of sexual harassment has been referred to it. The special committee will then be convened and will investigate the particulars and will decide on a course of action. All information about the case and deliberations will be kept confidential in a locked file in the church office. The session will then be informed of the course of action.
2. **Seek legal advice and counsel.**
3. **Gather pertinent material and information.** Remember this is information collection only, not an investigation. The response team will:
4. **Interview and receive a written statement from the person making the accusation**
5. **Interview any witnesses** to the alleged abuse.
6. **Interview the accused abuser**.
7. **Notify law enforcement** and/or the Iowa Department of Human Services as necessary/required.

8. **Notify the church insurance company** of any legal ramifications of alleged abuse.
9. **Communicate with the congregation.** In some cases, it may be necessary to inform the congregation of incidents involving sexual misconduct. The key in such communications is avoiding any type of falsity or malice or reckless indifference. Access to these records will be limited to the current clerk of session, and pastor.
10. **Take care to extend pastoral care to all parties involved.**

RECORD KEEPING AND POLICY REVIEW

Record Keeping

Records pertaining to policies contained in this policy and procedure manual will be maintained in the church office.

Review

These policies and procedures will be reviewed by the Session or its assigned representatives every five years.

APPENDIX A

Do's & Don'ts of Discipline

A quick list for checking your discipline

Please DON'T…	…instead DO
• laugh at a child	• develop a sense of humor
• threaten for misbehavior (makes teacher responsible)	• define limits and consequences (makes child responsible)
• ignore child because he/she behaves badly	• ask yourself, "How do I feel about this child?"
• try to change a child through nagging	• influence him or her by your own proper attitudes
• expect trust unless you…	• ….first earn a child's respect
• become angry	• act in response to misbehavior
• be vague in your expectations	• tell the child exactly what you want him to do
• constantly make exceptions	• act consistently with expectations and follow-through
• punish; it focuses on past behavior	• enforce consequences; they focus on future good behavior
• be unyielding, insist on always being right	• say "I'm sorry" when you're wrong
• be uninvolved	• get to know each child
• threaten	• act
• criticize efforts	• show appreciation
• try to reason during a crisis	• wait for calm time to ask child for ideas for solution to behavior
• tolerate physical assault on others	• protect all students from harm
• allow name calling or labeling	• accept every child just as she is

Adapted from Linda and Keith Burba in *Almost Every Answer for Practically Any Teacher!* ed. Bruce Wilkinson, Portland, OR: Multnomah Press, 1992.

APPENDIX B

Code of Conduct Agreement

Safety Policies and Procedures for Children and Vulnerable Adults

This agreement is for all volunteers to sign. It is a summary of Bread of Life's safety policies and is meant to accompany the full Healthy Boundaries Handbook.

- **The Basic Rule** - I will treat children, youth, and adults with respect and dignity. I will in no way use my position as a volunteer/staff member to mistreat anyone. I will seek to show God's love to all in appropriate manners.
- **I have read and understand the guidelines** as outlined in the Healthy Boundaries Handbook regarding:
    1. Appropriate Touch
    2. Two-Adult Standard
    3. Dismissal Procedures
    4. Restroom Procedures
    5. Medication Policy
    6. Discipline Policy
    7. Providing Transportation
    8. Additional age-specific & program-specific guidelines:
        a. Nursery
        b. Youth Group & Special Events
        c. Adult Gatherings
    9. Recognizing Abuse
    10. Reporting Policies & Procedures

I acknowledge that I have read and agree to follow the code of conduct as outlined in Bread of Life's Health Boundaries Handbook to the best of my ability. I affirm that I have never been convicted of mistreating a child in any way. I further affirm that I will do my best to honor God and others in my service with children and youth at Bread of Life.	
Signature	***Date***

Return the signed copy of the Code of Conduct to the church office.

Bread of Life Presbyterian Church
Adopted November 2025

APPENDIX C

BREAD OF LIFE
PRESBYTERIAN CHURCH

Special Activity Permission Form

Activity	
Participant Name	

I, _____, parent or legal guardian of _____, born the _____ day of _____, 20 ___ do hereby consent to any medical care and the administration of anesthesia, as determined by the attending medical professional, to be necessary for the welfare of my child while said child is participating in an activity of Bread of Life Presbyterian Church, Dubuque, Iowa, when I am not reasonably available by telephone to give consent. This authorization is effective from the _____ day of _____, 20 ___ to the _____ day of _____, 20 ___.

Emergency Contact Name			
Relationship to Participant		*Phone number*	
Emergency Contact Name			
Relationship to Participant		*Phone number*	

Medical Insurance Company			
Policy Number		*Phone number*	
Special Medical Conditions			
Current Medications			
Date of Last Tetanus Shot			

Physician Name			
Address		*Phone number*	

Bread of Life Presbyterian Church
Adopted November 2025

APPENDIX D

BREAD OF LIFE
PRESBYTERIAN CHURCH

Kids Nursery Care Form

For youth ages five and under.

Child's Name	**Preferred Name (If different)**

Gender	**Birthdate**	**Age**
☐ Male ☐ Female		

Parent's Name		**Parent's Name**	
Phone		**Phone**	

Health Concerns (please include allergies)	☐ Yes ☐ No
If yes, please explain:	
Medications that we need to be aware of?	

Behavioral Concerns	☐ Yes ☐ No
If yes, share the best way to handle your child during that time:	

Individuals Authorized to Pick Your Child Up from the Nursery

Name	
Relationship	*Phone*

Name	
Relationship	*Phone*

Name	
Relationship	*Phone*

Name	
Relationship	*Phone*

Please Turn Over to Complete the Form

Kid's Nursery Care Policies

- The nursery will be staffed during Sunday morning activities.
- Parents must sign their child into the nursery.
- Parents are given a beeper in case they are needed in the nursery.
- Individuals that put their child in the nursery must remain in the building unless participating in an offsite church activity. The Nursery Attendant **must** be informed of this.
- Please feed your child breakfast before church. Your child will be offered one snack during their time in the nursery.
- **No food /snacks will be allowed in the nursery other than what is provided by Bread of Life Church.**
- Bottles may be brought in. They must be labeled, premade and not require refrigeration or reheating.
- Parents will be asked to meet with a staff member if there is a need to discuss any nursery problems involving their child.
- Bread of Life Church reserves the right to ask the parent or caretaker to remove the child from the nursery for said period of time due to behavioral issues.
- In the event of an emergency evacuation of the youth, in the Nursery, will be escorted out of the building to Alta Place Street.
- In the event of inclement weather youth, in the Nursery, will be escorted downstairs into the Choir Room/Tunnel.
- ***Occasionally there is an additional staffing need in the nursery. During these times families may be contacted to help in the nursery during the worship hour.***

I agree to the policies outlined in the Kids Care Form	☐ Yes ☐ No	☐ *Please Initial*
I have been given a copy of the Kids Care Form	☐ Yes ☐ No	☐ *Please Initial*
I give Bread of Life Church permission to post and/ or print my child's photograph or video in newsletters, bulletins, the church website, social media, or hung up within the church.	☐ Yes ☐ No	☐ *Please Initial*
I have attached a signed copy of medical plans of action for my child's particular health conditions.	☐ Yes ☐ No	☐ *Please Initial*

Parent/Guardian Signature	***Date***

Bread of Life Presbyterian Church
Adopted November 2025

APPENDIX E

BREAD OF LIFE
PRESBYTERIAN CHURCH

Incident Report

Please refer to Bread of Life's *HEALTHY BOUNDARIES: Safety Policies and Procedures for Children and Vulnerable Adults* document before completing this report.

Date of Incident		**Time of Incident**	
Name of Participant Use a separate form for each participant.			
Parent/Guardian Name			
Location of Incident			
Names of Persons who Witnessed the Incident			
Describe the incident as seen/heard and any actions taken			
Additional relevant information			

Signature of person completing this form	***Date***

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