



SERVE TEAM



Reducing
the Risk



Reducing the Risk

We have a high value for the safety and well-being of our children and youth. All Serve Team Members are expected to be above reproach and follow our child protection procedures.

Physical contact with minors should be age and developmentally appropriate. Physical contact should be for the benefit of the minor, not the emotional needs of the adult.

Appropriate Touch

We recommend the following guidelines as pure, genuine, and positive displays of God's love:

- Bending down to the child's eye level and speaking kindly.
- Taking a child's hand and leading him or her to an activity.
- Taking the child's hands as you encourage them.
- Patting a child on the head, hand, shoulder, or back to affirm him or her.
- Holding a preschool/nursery child who is crying.
- Putting an arm around the shoulder of a child who needs comforting or quieting.
- High fives.

Inappropriate Touch

When interacting with minors (including your own in a ministry setting) please refrain from:

- Kissing a child or coaxing a child to kiss you.
- Extended hugging.
- Tickling.
- Touching a child in any area that would be covered by a bathing suit, except when assisting a child with toileting.
- Having children sit on your lap or on your own private areas and carrying older children.
- Physical discipline of a minor.
- Forced physical contact or intimidating non-verbal behavior.

Diapers

Diaper changing and toilet assistance should take place in the presence of a second worker.

- Please check name tags, as some parents desire to change their own child's diapers.
- An adult worker may change diapers of children under the age of three.
- Parents will be called to change children over the age of 3 if they are on campus.

Bathrooms

Adult bathroom monitors may accompany children to the bathroom but will remain outside the bathroom cubicle unless a second adult can directly observe them.

Two Adult Rule

Two screened adults are expected to supervise all church activities involving minors on or off site. When it is necessary that only one adult leader be in a room with minors, the door of that room will remain open or there will be a window allowing other Serve Team Members to have line of sight.

The only exceptions for the two adult rule are settings with paid childcare positions. We allow one adult with an additional 14-17 year old worker for events that offer childcare.

Check-In and Check-Out

All onsite activities for minors should have a check-in/check-out procedure to ensure safety in the event of an emergency.

- First-time guests families with children will complete a KOTR Registration Card.
- Special needs are identified at registration to assess how we can support the family.
- A child aged 11 and under may only be picked up by an authorized person over the age of 13 with the appropriate proof of authority, for example the pick-up tag.

Please be respectful of the allocated Children's Ministry and Childcare times. Release parents to pick up children prior to post-ministry prayer or conversation times.

One to One

One to one interactions with minors:

- Should be between individuals of the same sex.
- If minor is expressing same sex attraction or gender identity questions, please seek counsel from your Campus Pastor.
- Should take place in locations where the two-adult or line of sight rules can be maintained.

Communications

- We desire that all communications with minors should be kept professional and above reproach. To allow for transparency and accountability, all communications with a minor via text, email, and messaging should be kept and made available to leadership if requested.
- Do not engage in sending any images or communications on media that is erased instantly e.g. snapchat.
- Whenever possible, parents/guardians should be made aware of communication with a minor.

Minor Consent and Liability Release

If parents are offsite, a signed Medical Release must be onsite for each child. This same release will be used for offsite youth events.



- No image or photograph of a minor should be used on any website, social media sites, or promotions without *written* parental consent.
- Use the KOTR guest registration form, Minor Consent and Liability form, or any other *written form* of consent such as text or email.
- Parental consent must be recorded in the individual's U-Link profile under the Info tab in Custom Fields.
- Foster parents cannot consent without written permission from the Office of Children's Services.

Transporting minors

It is important to adhere to child protection procedures in all settings, including vehicles.

- Transport minors with two adults in every car.
- If an adult has to be alone in a car with a minor there can be telephonic accountability.
- Transport minors directly to their destination; avoid unauthorized stops to non-public places.
- Drivers should refrain from use of a cell phone during transport, unless the vehicle is parked, or you use the phone to access a second "virtual" adult.



Report of Harm

In a safe and trusting ministry setting, children and youth may divulge information, or show signs of suspected abuse. In those times, we are morally obligated to make a report to the authorities.

In the case of suspected abuse, it is not the responsibility of any Serve Team Member to substantiate any allegations or suspicions. It is our responsibility to work with the correct agencies and law enforcement to comply with Alaska statutes and respond to allegations sensitively and in a timely manner.

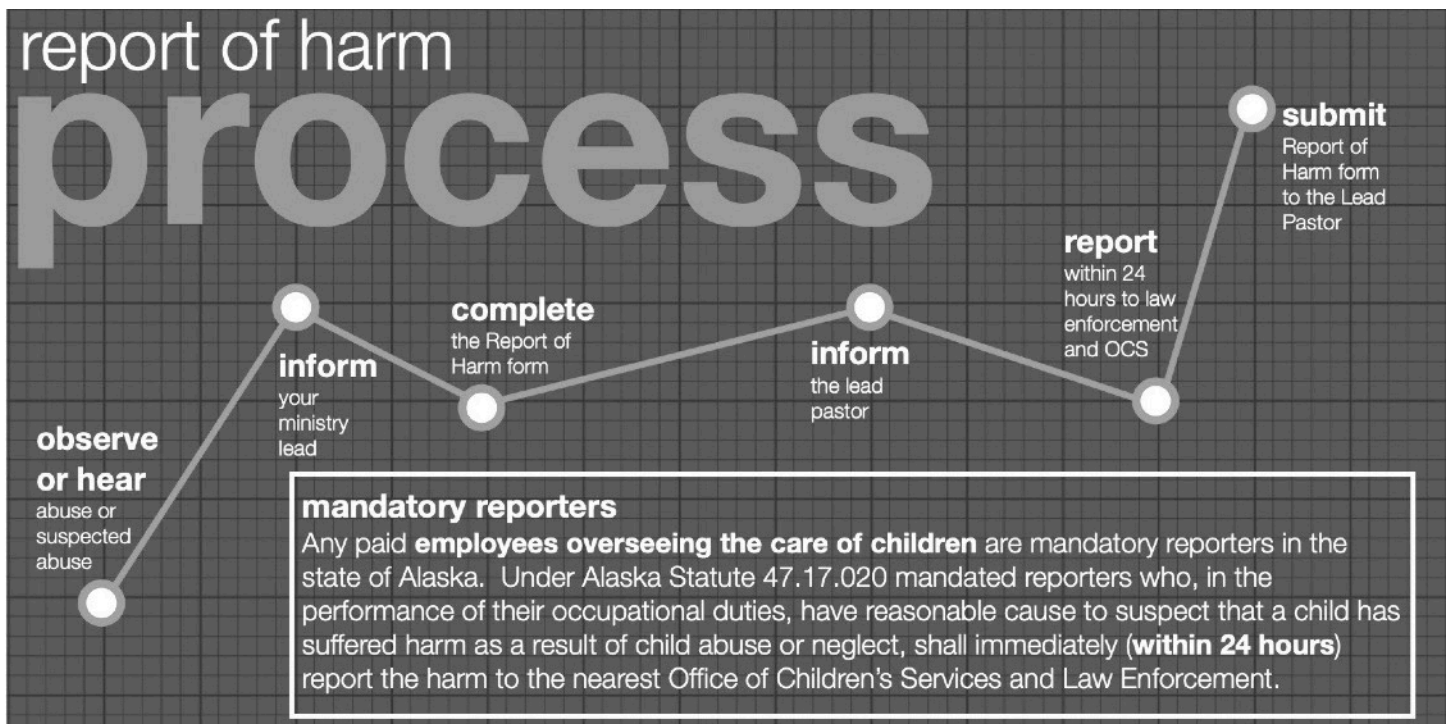
Mandatory Reporter

If you are paid to oversee the care of children, or are designated by your profession, you are a mandatory reporter. However, Serve Team Members are required, as per COTR policy, to report any suspicion or allegation of abuse to their Ministry Lead.

Report of Harm Form



The Lead Pastor is responsible for ensuring the appropriate legal and pastoral response to any reports made. As part of our report of harm process (see graphic below), you will be required to fill in the Report of Harm Form and inform your Ministry Lead as well as the Lead Pastor. The Lead Pastor will coordinate with the Campus Pastor as appropriate.



Reporting Agencies

We are required to report the harm of minors and vulnerable adults to the following agencies.

Office of Children's Services (OCS)

The Office of Children's Services responds to thousands of allegations of child abuse and neglect each year. If you believe a child was harmed or is at risk of harm due to abuse or neglect, you should **report it not investigate it**. Children who get help as soon as possible have a much better chance to have a safe home, a strong family.

Adult Protective Services (APS)

Adult Protective Services helps to prevent or stop harm from occurring to vulnerable adults.

Alaska law defines vulnerable adults as a person 18 years of age or older who, because of incapacity, mental illness, mental deficiency, physical illness or disability, advanced age, chronic use of drugs, chronic intoxication, fraud, confinement, or disappearance, is unable to meet the person's own needs or to seek help without assistance.

APS should not interfere with the elderly or disabled adults who are capable of caring for themselves. This responsibility falls within the jurisdiction of local law enforcement.

Law Enforcement

In the case of child sexual abuse, reports should be made to **both OCS and Law Enforcement** within 24 hours. Reports of domestic violence can also be made to Law Enforcement.

frequently asked **questions**



In the case of a minor or vulnerable adult, what kinds of things should I report?

Indications or disclosures of abuse or neglect. If you have questions about bruising or injury, only ask open ended questions such as, "What happened?"



This happened a long time ago or in a different state. Should I still report it?

Yes. The perpetrator may still be offending. By reporting this to the correct authorities, you may be able to prevent harm to others.



I am not sure if I should report this. What should I do?

If you are asking if you should report a concern, the answer is usually "Yes". Inform your Ministry Lead. They will guide you through the process.



What should I do if I think an individual is in imminent danger?

Stay with the person. Call for support and contact the correct authorities. If you are unable to reach authorities, call the Alaska State Troopers 1.907.352.5401.



Health and Safety

The health and safety of every person attending a Church on the Rock activity is important to us. If you are unsure of the health and safety resources available for your campus or event, please speak to your Ministry Lead or Campus Pastor.

First Aid

Make sure you know the location of first aid kits in your ministry area.

- If you are at an off-campus activity, check with your Ministry Lead for portable First Aid kits.
- Talk to your team members to identify the people on your team with medical training or first aid certification.

Handling Blood

Handling blood should not be taken lightly due to the risk of blood-borne pathogens. In the event of an incident involving blood:

- Separate the injured person from others.
- Isolate the area where any blood may have dropped on carpet, toys, or equipment.
- Put on vinyl gloves, carefully wipe up all blood, place gloves and all contaminated material into a trash bag, and dispose of tied trash bag into an external receptacle.
- Wash thoroughly with soap and warm water.

Medications

Medications are not allowed to be given or applied by Serve Team Members.* Stored medications must be administered by a guardian or authorized care giver. **Exceptions will be made if a minor has a written plan.*

Suspicious Activity

If you encounter a suspicious person or activity, avoid interaction and contact your security team or a member of the pastoral staff. Keep an eye on the person until someone arrives.

Accident/Injury



If an injury requires medical intervention, you must submit an **Injury Report**. This form can be completed directly after caring for the immediate needs of the injured person. Inform your Ministry Lead or Campus Pastor and submit the form to Central Services.

Emergency Protocols

Lockdown Procedures

Lockdown will be called by the Security Team or senior pastoral staff. The following guidelines should be observed during a lockdown:

- **LOCK:** Lock or secure the doors to your ministry area or classroom.
- **LIGHTS:** Turn off all lights.
- **CLOSE:** Close all shades.
- **MOVE:** To the safest place away from the door.
- **STAY PUT:** Minimize movement.
- **STAY QUIET:** Silence all electronics.
- **CELL PHONES:** If attendees have a phone they should notify the nearest COTR staff member for possible emergency use and then turn it off.
- **DO NOT CALL OUT:** Only one person is to use a phone in the room.
- **WAIT:** Await further instruction.
- **STAY LOCKED:** Doors are **not to be unlocked by anyone in the room**.

If a door is opened during a lockdown, it must be **by key**, by police or a Security Team Member. Do **NOT** open the door if someone **says** they are police.



Evacuation of Children

Parents should not go to the children's area during an evacuation. The Security Team will assist Children's Ministry in the following evacuation procedures:

- **DOCUMENT:** Pick up check-in sheet. Portray a sense of calm, smile, and encourage children.
- **QUESTION:** Were any children away from the classroom? Restrooms?
- **LEAD:** Have children hold hands or ring rope and lead to evacuation area.
- **HELP:** Help those with special needs.
- **SWEEP:** One adult sweep rooms for hiding children (may be frightened by noises).
- **EMPTY:** Turn off lights and close doors when room is confirmed empty.
- **LINE UP:** Keep children together. Use check-in sheet to document person-picking child up.
- **MEDICAL:** At the evacuation zone, determine if anyone needs medical attention. Summon the necessary medical assistance.
- **STAY:** Stay with children until all are accounted for.
- **RELEASE:** Parents should sign for their children or provide pick up tag for release. After all children are released, turn in check-in sheet to Children's Ministry Director.

Evacuation Route

Evacuate in an orderly fashion through the nearest exit doors and move to the predesignated area in the parking lot. Make sure you know your evacuation routes. Save your campus address in your contacts you can direct emergency services to the church when needed.

YOUR LOCATION AND STREET ADDRESS IS:

Palmer Campus

619 Scott Road
Palmer, AK 99645

Wasilla Campus

3571 W. Machen Road
(Mile 45.5 Parks Hwy)
Wasilla, AK 99623

Willow Campus

31616 W. Parks Hwy
(Mile 69.5 Parks Hwy)
Willow, AK 99688

Talkeetna Campus

Mile 99 Parks Hwy
Talkeetna, AK 99676



LEARNING REVIEW

Take the quiz to help you retain what you learned.



05.30.22

Church on the Rock AK