

CHRIST *the* SERVANT

LUTHERAN CHURCH

YOUTH & FAMILY MINISTRY



SAFE HAVEN GUIDELINES

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TABLE OF CONTENTS

About Youth & Family Ministry.....	page 4
 <u>SAFE HAVEN GUIDELINES</u>	
Purpose and Terms.....	page 5
Adult Supervision.....	page 5
Safety Guidelines for On-Site Events.....	page 6
Safety Guidelines for Youth-Led Childcare.....	Page 6
Travel Safety.....	page 6
Action Plan for Accidents.....	page 7
Appropriate and Inappropriate Behavior.....	page 7-8
Emotional Health.....	page 9
Physical Safety.....	page 9
Physical Interaction.....	page 10
Social Issues.....	page 10
Responsible Behavior.....	page 11
Reporting Inappropriate Behavior.....	page 11
Reporting Abuse.....	page 11
Sexual Misconduct.....	page 12
Advising Children/Youth on Personal Issues.....	page 12-14

APPENDIX

- Accident and Injury Report
- Abuse and Neglect Report
- Medical Release/Liability Form

ABOUT CHRIST THE SERVANT YOUTH & FAMILY MINISTRY

YOUTH & FAMILY MINISTRY

Y&FM involves all the age-group ministries of Christ The Servant, from Pre-K and Elementary Children through Junior High and High School. Our goal is to partner with families to be a resource for the faith formation that happens in all the spaces we occupy.

HOW IS FAITH PASSED ON?

More than 30 years of research tells us that a child's mom, dad, grandma and grandpa are the FOUR people who influence his/her faith life the most. In order to make faithful adults, we have to pay attention to shaping faithful kids. Youth & Family Ministry is about intentionally passing on faith from generation to generation!

YOUTH & FAMILY GOALS

At Christ The Servant, we envision a world where every student entering adulthood will...

- live our name (Christ the Servant) with passion and purpose.
- know and Articulate God's Story.
- be faithful and confident leaders.
- involve themselves in the greater church community.
- identify and share their God-given gifts.

SAFE HAVEN GUIDELINES

PURPOSE

For the sake of the witness to the Gospel of Jesus Christ, we recognize at Christ The Servant Lutheran Church that we must be forthright, open and clear about the integrity and standard of conduct to which each congregation's ministry is called and to which its leaders are accountable. These guidelines, as set forth in this handbook, are intended for the faithful ministry of Christ Jesus, while providing a Safe Haven for children, youth and adults in our congregational life.

TERMS

Individual – refers to people of all ages

Adult – refers to any individual 18 years old and older

Child – refers to any individual under the age of 12 years old.

Youth – refers to any individual who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years and older, but still high school.

Student Guide – refers to any youth 16 years of age or older.

Adult Leader – refers to any adult (21 years of age or older) trained to work with children or youth.

Youth & Family Staff - refers to J.T. or the Adult Leader assigned to supervise.

Church Personnel – refers to church staff, adult leaders, or any volunteer.....

ADULT SUPERVISION

1. There must be at least one adult leader for every eight children. For junior high and high school events, there must be at least one adult for every ten youth.
2. Minimum of two adults in every classroom and/or at every event.
3. You must have at least one male and one female adult present at all children/youth events where there are male and female children/youth participants.
4. All male and female individuals will sleep in separate areas on overnight events.
5. All children, youth and adults are expected to participate in all activities, worships, etc.
6. Due to the fact that Adult Leaders are required to be working during these events, funds are always available to pay for their fees and registration costs and meals for an event.

SAFETY GUIDELINES FOR ON-SITE EVENTS

1. Know where all the First Aid Kits are located: conference room kitchen, High School room, the large kitchen closet.
2. Locate the Christ The Servant Youth & Family Release Forms for all the children/youth: Sign-up table, right-hand drawer.
3. Two adults will remain at the church until all youth are picked up by their parents.
4. Parents are to come into the building to pick up children 5th grade and younger.

SAFETY GUIDELINES FOR YOUTH-LED CHILDCARE

1. Youth leaders overseeing childcare must have attended Safe Haven Training.
2. Youth leaders are to follow all Safe Haven Guidelines while caring for children.
3. Youth leaders are not allowed use cell phones while caring for children, so they are not distracted.
4. Youth are to keep the group together at all times for safety reasons.

TRAVEL SAFETY

1. All drivers must be 25 years of age or older to transport children/youth.
2. All drivers must submit to a yearly check on their driving record. Adults with speeding tickets or DWI's in the last 5 years may not drive children/youth for church sponsored events.
3. You must obey all traffic laws.
4. All passengers will wear their own seat belts properly at all times while riding in a vehicle.
5. Drivers may not use their cell phones while operating a vehicle with children/youth, unless for navigation purposes. When possible, pull over and stop to make changes/adjustments to your route.
6. No youth will be allowed to drive themselves along with other children/youth in their personal vehicles if the activity meets and leaves from the church grounds.
7. Youth may carpool together to events held on church grounds and may only take home youth they brought with them.
8. No adult shall drive a child/youth home one-on-one without parental approval.
9. When multiple cars are traveling to a destination, they should remain in sight of each other in a caravan and make stops together as well.
10. One adult guide in the group should have the Travel Binder containing copies of the completed Christ The Servant Youth & Family Release forms.

ACTION PLAN FOR ACCIDENTS

1. First, check for any injured persons.
2. Assess the situation. If it is not safe to leave people in the vehicle, evacuate immediately.
3. If anyone is injured, make them as comfortable as possible. **DO NOT ATTEMPT TO MOVE THE INJURED PERSON.** Keep him or her warm. Administer first aid only if you have the proper training.
4. Do not leave the injured person unattended!
5. Call 911 for ambulance or police. Give the location clearly and distinctly. Do not hang up until they tell you to.
6. Get name, phone #, driver's license #, license plate #, and insurance of other parties involved in the accident.
7. Get names and telephone numbers of any witnesses.
8. Call Youth & Family Staff to inform him/her of the accident and the well-being of the persons involved if Youth & Family Staff are not a part of the group.
9. Call the families of those who are involved in the accident. Explain the status and the situation to the family members in a calm manner to avoid panic.
10. Cooperate with police and fire department investigators.
11. Inform your insurance agent of the accident if you were driving your own vehicle. Tell what happened simply and factually. Provide names of witnesses.
12. Fill out an accident report form and hand it in to the appropriate Youth & Family Staff that oversees the ministry event. (A copy of the form is located in the back of this booklet).

APPROPRIATE AND INAPPROPRIATE AFFECTION

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some **positive and appropriate** forms of affection are listed below:

- Brief hugs. Preferred hugs are side-to-side hugs, one-arm hugs and a-frame hugs.
- Pats on the shoulder or back
- Handshakes
- "High-Fives" and hand slapping
- Fist-bumps

- Verbal praise
- Touching hands, faces, shoulders and arms of children or youth
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for huddles with small children
- Holding hands during prayer
- Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian communities.)

The following forms of affection are considered **inappropriate** with children and youth in ministry settings because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces
- Kisses of any kind
- Holding children over three years old on the lap
- Any sexualized touching; Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Occupying a bed with a child or youth that is not related to you by blood
- Touching knees or legs of children or youth
- Wrestling with children or youth
- Tickling children or youth
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection or physical contact
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans”
- Snapping bras or giving wedgies or similar touch of underwear
- Giving gifts or money to individual children or youth
- Private meals with individual children or youth
- Private email or written communications with children or youth
- Private scheduled meetings, outings or events just with child or youth

EMOTIONAL HEALTH

1. Pranks and practical jokes that could cause physical or emotional harm to another individual will NOT be tolerated. This includes hazing. Hazing is illegal in Texas and is punishable under Texas Law.
2. Skits, songs, or presentations that make fun of an individual or their gender, sexual orientation, ethnic heritage, economic status, or religious tradition are not acceptable.
3. All skits, songs and other presentations are to be approved by adult leaders.
4. Explicit or suggestive language and/or jokes about sexual, ethnic, gender, economic, or religious matters is not acceptable.
5. Any form of insulting remarks, profanity, put downs or bullying is not acceptable.
6. An encouraging atmosphere by all people in an activity is encouraged.
7. When using movies in an educational or recreational setting, movies must be previewed by the adults in charge.
 - a. Movies with a G rating are acceptable for children 5th grade and younger.
 - b. Movies up to a PG rating may be acceptable for youth in 6th-8th grade
 - c. Movies up to PG-13 may be acceptable for 9-12th grade students.
 - d. Movie clips from R-rated movies may be used in appropriate circumstances.
8. Adults are to use good judgment about songs listened to while traveling, in a large group setting, and by individuals. Adult Leaders have the right to turn off music they feel is unacceptable.

PHYSICAL SAFETY

1. All children and youth are required to have a current, completed and signed Christ The Servant Youth & Family Release Form on file at the beginning of each school year to participate in Christ The Servant hosted/sponsored ministry events.
2. All prescription medications will be given to children/youth only with written permission from parents/guardians. All medications must be in original bottles or packaging.
 - a. High school prescriptions dispensed on a case-by-case basis.
3. Two adults will remain with children and youth until all children/youth have been picked up from an event. No child/youth will be left alone under any circumstances.
4. Pick-up and drop-off area will be at main entrances to the building in use.
5. All parents must come inside to pick up children/youth or pull as close to the main entrance where adults can see who is picking them up.
6. At any event children/youth will travel in groups of three or more when leaving the group for any reason. They must first receive approval from the key adult leader.
7. Liquor, drugs, weapons, lighters, knives, or fireworks are not allowed at any time unless an adult needs a lighter for an event.

PHYSICAL INTERACTION

1. Adults will not meet alone with child(ren) or youth in private places for any reason.
2. Try to meet in public places where you are in view of other people if the individual insists on meeting alone.
3. No adult is to remain with a child/youth one-on-one after ministry events.
4. Two adults stay with child/youth until all have been picked up by the appropriate parent/guardian.
 - a. If this is unavoidable, we recommend you phone the parent/guardian.
 - b. If circumstances arise in which an adult needs to drive a child/youth home and they will be one-on-one in the vehicle, call ahead to the parent/guardian to let them know you are on the way. This can avoid communication misunderstandings.
5. Adults are to refrain from engaging in any inappropriate displays of affection – refer to previous sections entitled “Appropriate and Inappropriate Affection.”
6. Students are to refrain from engaging in any inappropriate displays of affection - refer to previous sections entitled “Appropriate and Inappropriate Affection.”
7. Dancing and inappropriate physical contact such as slam dancing, body surfing, stage diving, freaking or grinding is not allowed at youth activities.

SOCIAL ISSUES

1. All discussions of sexuality will take place in a group setting with more than one adult present.
2. Adults will not discuss personal sexual experiences for any reason.
3. Honor the trust built in small groups when students share their thoughts and feelings. Please refrain from gossiping.
4. Be it understood that it is unethical to present yourself as a professional counselor unless you have received the proper training.
5. Never promise confidentiality to anyone. Let child/youth know there are some issues that are required by law to be reported.
6. All forms of abuse of a minor must be reported to proper authorities. This includes physical, sexual, neglect, and abandonment.

RESPONSIBLE BEHAVIOR

Individuals participating in activities will sign a covenant at the beginning of each year, along with parent/guardian. This covenant will outline behavior expected of children/youth at events. In the event the covenant is broken and behavior is unacceptable, the following actions will be taken:

1. Personal talk with key adult leader about the behavior
2. Call to parents about the child or youth's behavior
3. If behavior is severe the child/youth could be sent home from an event
4. If behavior continues, youth could be suspended from future Youth & Family ministry activities at Christ The Servant Lutheran Church.

All adult leaders will be reviewed by the Youth & Family Staff. If there is inappropriate conduct by adult or youth leaders, the Youth & Family staff along with the pastor will meet to review the situation and determine an appropriate outcome.

REPORTING INAPPROPRIATE BEHAVIOR OR GUIDELINE VIOLATIONS

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the guidelines they should promptly report their observations.
2. Such inappropriate behaviors or possible guideline violations that relate to interactions with children or youth should be reported in one of the following ways:
 - a. A telephone call, email, or meeting with the immediate supervisor of that person,
 - b. A telephone call, email, or meeting with the pastor or other leader in authority,
 - c. A telephone call, email, or meeting with the church council president, organizational or agency board president,
 - d. A telephone call, meeting, or email to the synod bishop, or assistants to the bishop.
3. **All** reports of inappropriate behavior or guideline violations with children or youth need to be taken seriously.

REPORTING ABUSE

1. Church Personnel may be legally required to report known or suspected abuse of children or youth to the appropriate state authorities.
 - You can report abuse in two ways: www.txabusehotline.org

or 1-800-252-5400 (for situations that are urgent and need investigation within the next 24 hours)

2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Church Personnel are to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the pastor, organizational or council president so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve rostered Church Personnel should be reported to the Bishop or Assistants to the Bishop through a telephone call, or meeting.

SEXUAL MISCONDUCT

Human sexuality can become the basis for oppression and injustice, which violates the intention of God. When the gift of human sexuality is misused, it is a sin against God, and contrary to the evangelical witness of the church. The protection of both the child and the adult within the context of Christian fellowship is imperative. All conduct toward others should follow and pattern the conduct of our Savior, Jesus Christ.

1. Sexual touch refers to any contact with the penis, vagina, buttocks, breast/chest area.
2. This is NOT permitted at any time.
3. If you suspect sexual contact is going on between two youth or an adult and youth, contact one of the Pastors immediately. Do not discuss your suspicions with any one else.
4. Remember that suspicions are not reality. Talking with others about your suspicions can spread rumors and bring about emotional, social, and spiritual damage to all individuals involved. Discussion of this nature should be done in private confidence with an ordained pastor.

ADVISING YOUTH ON PERSONAL ISSUES

Unless you are a trained, certified, professional counselor, you are not qualified to handle every situation that may arise as you serve in Youth & Family Ministry. Issues that should be referred to your Pastor and/or to a trained professional include:

1. Abuse, including:

- Child neglect: Omission of the child's basic needs, physical, environmental, emotional, and nutritional that are necessary for a child's well being.
- Emotional Abuse: Verbal or nonverbal violence toward a child that gives the child the message that the child is "not good" and never will be.
- Physical Abuse: Physical violence toward a child. Often it is the transference of adult anger.
- Sexual Abuse or Sexual Molestation: Any sexual contact between a child and an adult or an older youth. These acts may range from touching of penis, vagina, buttocks, breast/chest area to sexual intercourse.

2. Drug and Alcohol Abuse

- There is an increase in the use of alcohol among high school students in this country.

3. Eating Disorders, including:

- Bulimia Nervosa: Affecting at least 3% of women between the ages of 14-40, victims engage in uncontrollable binge eating to relieve anxiety and hunger, then induce vomiting, abuse laxative or exercise excessively to counteract weight gain.
- Anorexia: Characterized by extreme, purposeful weight loss, especially found among 16-18 year olds from middle to upper class backgrounds. Males may also be victims of this type of disorder.

4. Depression

- Being clinically depressed is very different from the down type of feeling all people experience from time to time. In clinical depression, such feelings are out of proportion to any external cause.
- Individuals are not just sad, but numb, empty-feeling or have, perhaps, no awareness of feeling at all.
- Depression is also marked by a change in mood and a change in the way they view themselves and the world.
- Depression ranges from mild to severe, to life threatening. Depression can shut down the survival instinct.

5. Suicide

- Fact: Suicide is the second leading cause of death in 15-24 year olds. Suicide occurs 3-4 times more often in boys than girls. The most common method is by gun. Cluster suicide is becoming a growing problem. Using alcohol or drugs or experiencing depression increases the incidents of suicide.
 - 73% of kids admit having some thought about suicide.

- 27% had method in hand.
- 70% of kids know someone who has attempted.
- Family pain is the most common factor cited by suicidal adolescents.
- Suicide threats or casual remarks should always be taken seriously. Report immediately!
- The person may sound casual about suicide, but only because suicide seems no worse than the other mental pain that they are already suffering.

6. Self-harm (Cutting or self-injury)

- Cutting or self-injury refers to a person inflicting pain on themselves as a means of outwardly projecting the pain they feel on the inside. It is a cry for help and a means of “controlling” their pain. When feeling emotional pain they can’t control, a cutter will cause pain that they can control. The act of cleaning and bandaging a cut “feels” like self-care to the cutter.
- Cutting is a serious behavior; left untreated, the cause/effect will be lost and the person will cut or hurt themselves for no apparent reason.
- Signs include unexplained injuries, cuts on the hands, arms, legs or other places easily covered by clothing.

CHRIST THE SERVANT LUTHERAN CHURCH ACCIDENT AND INJURY REPORT

Date and Time of incident: _____

Name of Persons involved: _____

Location of incident: _____

Church event/activity at time of incident: _____

Names of at least two people who witnessed the incident:

Please describe in detail the incident and injuries/damages

Signed _____ Date: _____

CHRIST THE SERVANT LUTHERAN CHURCH ALLEGED ABUSE/NEGLECT INCIDENT REPORT

All allegations of abuse or neglect are taken seriously and investigated to determine the proper course of action. Consequently, it is important that this form be filled out accurately and thoroughly. Your full cooperation is appreciated.

Date/time of incident(s) _____

Person(s) suspected of abuse or neglect _____

Person(s) allegedly abused or neglected _____

Location of incident(s) _____

Persons present at the time _____

Church function at which the incident(s) occurred _____

Names of other witnesses _____

Please state in detail the activities and event leading up to and including the incident itself. Include the nature of the activity at the time, how you became aware of the incident, what, if anything, was said at the time by yourself, the person suspected of the abuse, and the person allegedly abused, and any other information that might more fully explain the incident. You may attach additional sheets of paper if you need more space than what is provided.

Signed: _____ Date: _____

Printed Name: _____

Action Taken (for office use only)