

# **Children's Ministry Procedures Manual**



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## **I. Classrooms & Ratios**

The Children's Ministry offers classes for the following ages:

- **Nursery:** Infants
- **Toddlers:** Infants who are ambulatory until 3 years old and toilet trained
- **Preschool:** 3 years (toilet trained) through Kindergarten
- **Early Elementary:** Grades 1 through 2
- **Upper Elementary:** Grades 3 through 5

**Childcare opens at 9:30 a.m. each Sunday morning and 5:30 p.m. each Wednesday.**

In an effort to provide the best possible care and learning experience for your child, we closely monitor the adult-child ratio 2:6 in each classroom for the Nursery and Toddlers and 2:10 in each classroom for older age groups. We will make every effort to achieve an optimum environment.

## **II. Staff and Volunteer Procedures and Responsibilities**

### **II.A. Wellness**

Children with the following symptoms may be contagious:

1. Fever of 100 degrees or higher
2. Nausea, vomiting, and/or diarrhea
3. Yellow or green nasal mucous
4. Severe coughing, strep throat
5. Any untreated rash, skin infection or open lesion
6. Head lice or nits in the hair
7. Pinkeye or other eye infections with mucous discharge
8. Flu-like symptoms: chills, sweats, body aches, coughing up yellow or green mucous
9. Any symptoms of infectious communicable childhood diseases

If any of these symptoms occur while in class, the child will be isolated away from the other children while the parent or responsible party is located. We will ask you to come to take your child home.

In the handling of bodily fluids, teachers and volunteers are asked to immediately inform the Children's Minister or Ministry Associate that assistance is needed. The facility management team will be contacted immediately and sent to the location to properly clean the room. If necessary, children will be temporarily relocated to another room until a thorough cleanup is completed. Disposable gloves are provided for the safety and wellbeing of children and adults.

Parents are asked to inform the Ministry Staff of any medical conditions that might need to be addressed while in the care of our staff or volunteers. Information will be kept confidential and will be made known only to those teachers/volunteers on a need to know basis.

## **II.B. Medication**

1. For safety reasons, parents are asked to be responsible for giving medications to their own children.
2. Staff and volunteers are not permitted to give medications.

## **II.C. Hygiene**

To protect preschoolers, children and volunteers, it is essential to adhere to good hygiene practices.

1. Volunteers and staff are requested to use bleach wipes when cleaning in a preschool or children's setting.
2. Toys in infant and toddler rooms should be cleaned each class time after usage.
3. All teachers and volunteers are asked to wash hands upon entering the classroom and after each diaper change.
4. Bleach wipes will be used to disinfect cribs, eating tables, toileting and diaper changing areas, toys and teaching materials that the children handle.
5. Crib sheets, blankets, bibs, and other cloth items are changed and laundered after each use. A laundry container is available in the nursery and toddler rooms on the first floor.
6. Teachers are asked to check diapers regularly, at least every 30 minutes and before the children are to go to another room or be picked up to go home.
7. Disposable gloves are provided and should be used consistently for diaper changing.
8. Disposable pads are provided at each diaper changing station. These pads should be used and be replaced after each diaper change.
9. Disinfectant wipes and anti-bacterial soap/hand gel are provided in all classrooms.
10. All cleaning products are to be kept in a locked cabinet or out of reach of children.

## **II.D. Medical Emergency Procedures**

1. A First Aid kit is stocked and kept in every preschool and children's classroom.
2. A member of our First Responders team as well as a parent will be paged or contacted for instructions regarding an injury requiring more than a band-aid.
3. All injuries or incidents need to be reported to the Children's Minister or Ministry Associate immediately. Incident forms [*Attachment B*] are located in the classrooms or can be obtained from the Children's Minister or Ministry Associate. Each incident must be reported in writing. The original form will be given to the Children's Minister who will follow-up with parents regarding all reported incidents and injuries.

## **II.E. Supervision (from p.5 of Safe Sanctuaries policy)**

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children and youth and to protect staff persons and volunteers from unfounded accusations.

1. Training is a requirement for all staff and volunteers working with children and youth. An initial educational component of the Safe Sanctuaries programs and policies is required prior to any adult participating in activities for children and youth. Thereafter, the minimum training would include documentation of an annual review of the FBC Safe Sanctuaries policies. Training is mandatory for anyone with ongoing participation and direct contact with children and youth.

2. Minimum supervisory standards will include the “two adult rule”. The two adult rule requires that, regardless of the size of the group, there will always be two unrelated adults present. This may include the presence of an adult ‘roamer’ who moves in and out of rooms/ ministry activities.
3. No child or youth will be left unsupervised while attending a ministry activity/event.
4. All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.
5. Registration and/or attendance materials, which include a brief description of the activity, should be collected for every ministry event.
6. Ministry events involving transportation shall require written/ signed permission from parents/ guardians.
7. No person shall supervise an age group unless he/she is AT LEAST 18 years of age or older and is AT LEAST 4 years older than the children/youth being supervised.

## **II.F. Safety**

1. Parents are asked to update our Children’s Minister and teachers if their child is diagnosed with any allergy.
2. In the event of an injury or allergic reaction, parents will be notified immediately. Our medical First Responders will also be asked to assist our volunteers and staff with assessment and intervention.
3. Teachers and leader are asked to serve the snacks provided and only offer special snacks on special occasions or holidays.
4. Each classroom will have a student roster posted inside a cabinet with the name of each child, names of parents or guardians, any known allergies or medical/health conditions, and the cell phone number of parents attending.
5. A volunteer must be at least 16 years or older when *assisting with infants and crawlers*. Children will be able to help in another classroom under the supervision of a parent or responsible adult. In no situation should a volunteer under the age of 18 years be left alone to supervise students.
6. Cell phones may *not* be used for personal calls, texting, or social media while working with the children. Phones are to be on vibrate and may only be used in the case of an emergency.
7. Laptops and other electronic devices may not be used unless required for lesson plans.
8. Personal belongings must remain off of the floor and out of reach of children.

## **II.G. Security**

The security of our children is extremely important. The following guidelines have been established to help ensure the security of children:

1. Prior to entering a classroom, parents are asked to check-in their child(ren) at the welcome desk in either the nursery/preschool suite or the children’s suite.
2. Parents are asked to report to the Children’s Minister regarding any legal, custody, or guardianship issues that might cause a security concern for a child.
3. There is a two adult (non-related) rule followed at all times in a classroom. The Children’s Minister, Ministry Associate, or other designee will periodically check on each class during Sunday school, worship services or other activities to make sure everything is going well.
4. Preschool and children’s workers will wear a name tag to identify them as approved workers in the classroom.

5. Infants and preschoolers are to be dropped off and picked up by adults on the approved list only.
6. On Sunday mornings, the nursery and preschool area will remain locked during worship. Entry may be obtained only by ringing the doorbell outside the entry door. The stairwells and Godly Play classroom area will remain locked during worship and unlocked for parents to pick children up at the conclusion of worship.
7. On Wednesday afternoons, the stairwells to the third floor will remain locked during the missions/choir time and unlocked for parents to pick children up at the conclusion of the session.
8. Teachers will accompany children from their choir rooms to their missions rooms.
9. A single staff person or volunteer may provide supervision in a vehicle when transporting a group of children in a caravan in which there are multiple children in each vehicle and the adults are aware of the location of each other in the caravan.
10. Children are to be supervised at all time on the church campus and at any FBC Children's ministry event that is off-site. Children are not to be in offices or classrooms without adults present.
11. For children in the Upper Elementary class (Grades 3 through 5), supervision before, between and after schedules services of the church is the parents'/guardians' responsibility.

## **II.H. Reporting of Child Abuse or Exploitation (from p.6 of Safe Sanctuaries policy)**

As noted in the Safe Sanctuaries policy, any staff or volunteer personally witnessing an incident of abuse or exploitation must report the suspected abuse/exploitation. The Report of Suspected Incident of Child Abuse form [*Attachment C*] will be available in your classroom or from the Children's Minister.

## **III. Classroom Management Policies**

### **III.A. Classroom Rules**

1. Obey the Teacher
2. Listen
3. Respect Others
4. Keep your Hands and Feet to yourself

### **III.B. Proactive Steps for helping Children in the Classroom:**

1. Communicate the rules at the beginning of class on promotion Sunday and the first Wednesday night of programming each Fall. They should be reviewed in January of each year and as needed weekly. (Poster is provided for each room)
2. Make eye contact when speaking to the child.
3. Catch the child being good. Use positive reinforcement.
4. Have the child repeat what you have asked them to do.
5. Try to redirect the child if they are doing something they shouldn't be doing.
6. Discipline should always be given in love, not in anger.

### **III.C. Preventative Actions**

1. Create a loving, caring atmosphere.
2. Establish and communicate realistic expectations for children.

3. Focus on positive actions.
4. Be fair and consistent with children.

### **III.D. Self-Evaluation**

1. Pay attention to how you feel.
  - a. If you are stressed, children will sense that. Try to focus on the present moment and the children in front of you rather than outside stresses and circumstances.
  - b. We only have a short time with these kids each week to give them our all and teach them about the depth of God's love for them, which we can demonstrate through our actions and our undivided attention.
  - c. Take a minute away if needed.
2. If you are struggling with a child, pass him or her off to another staff member or volunteer. You are never alone in the classroom, so let those around you help you through the difficult moments. Keep cell numbers of the Children's Minister and Associate in your contacts so you can reach out for immediate assistance.
3. Arrive prepared for the morning, in heart and mind. Arriving on time enables you to have time to prepare for the morning.

### **III.E. Physical Discipline**

It is the policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

### **III.F. Aggressive Behavior**

1. Intentional physical intimidation, physical aggression (biting, hitting, pushing, scratching, choking, or pulling) or verbal bullying are considered aggressive behavior. These types of behavior cannot be allowed to persist in our classrooms.
2. If a child displays any of these behaviors, he or she will immediately be removed from the class and the parent will be notified.
3. Further, if after the disciplinary measures discussed above, the child's misbehavior continues or additional uncontrollable or unusual behavior is exhibited, he or she will be removed from the class and the parent will be notified.
4. If a child's parent must be contacted to remove the child, the Children's Minister should be informed immediately.
5. Use the Incident Report Form [*Attachment B*] in your classroom.
  - a. Fill out the form prior to leaving after the completed of the class session.
  - b. If the incident involves more than one child [i.e. one child is the instigator and one child is the victim], a separate form should be completed for each child. For privacy reasons, the only name that should be included within the incident description is the child who is named on the form.
  - c. Bring the form to the Children's Minister or Associate. This form will be used to support the reported incident.
  - d. The Children's Minister will work together with the parents and teachers to decide what the best next steps are for the child.

### **III.G. Verbal Interactions**

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Our staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

### **III.H. One-To-One Interactions With Children**

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in our Children's Ministry program. Another adult who has completed the application and screening process should always be present.

### **III.I. Physical Contact**

Our church is committed to protecting children in its care. All volunteers are to view and pass the video class offered on line by Protect My Ministry before serving. See Safe Sanctuaries policy manual for screening procedures and for both reporting and response plans.

The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:



1. Side hugs, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children's Pastor/Director or the Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Children's Minister or the Pastor.

## **IV. Restroom and Diapering Guidelines**

### **IV.A. Nursery children**

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following procedures:

#### **IV.A.I. Diapering**

1. Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on the attendance cards.
5. The nursery worker should record on the attendance card [*Attachment A*] the times each child's diaper is changed and whether it was either wet or included a bowel movement.
6. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
7. Children should be changed on changing tables only. Changing table should be covered with a fresh disposable pad.
8. The nursery worker should use disposable plastic gloves when performing diaper changes.
9. After each diaper change, the gloves and pad should be discarded and the nursery worker should either wash their hands or use hand sanitizer.
10. The attendance card will be given to the parent(s) at dismissal.

#### **IV.A.II. Toilet training**

1. No child will be forced to toilet train.
2. Best practices of childcare suggests that only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be left partially open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the attendance card.
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. If the parent has not furnished a clothing change, extra clothing and diapers are available in the nursery area on the first floor and the toddler room on the third floor of the education building.

#### **IV.B. School age children**

1. School age children may be accompanied to the restroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based upon their individual capabilities.
2. Staff members and volunteers should never take a lone child to the restroom.
3. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance.
4. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.
5. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

#### **IV.C. Special Needs**

1. Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals.
2. After the age of 4, parents or legal guardians will change all special needs individuals.

### **V. Greeters**

Our greeters welcome families with a smile as they arrive and are responsible for assisting with check-in and helping direct families where their children should go. Greeters are available on Sunday mornings beginning at 9:30am at the nursery lobby and at the third floor elevator lobby of the children's suite. A greeter will remain present in the nursery suite until 11am. At this time the suite will be locked.

## **VI. Drop Off Procedures – Sunday morning**

### **VI.A. Nursery/Toddler/Preschool Classes**

Children Kindergarten and under will be dropped off for Sunday School in the preschool/nursery suite near the sanctuary. The Greeter will mark them present on their class roll.

The parent will write the child's name on two stickers. One will be placed on the child's back and the other will be kept by the parent and used to pick up their child either after Sunday School or after worship.

### **VI.B. Early and Upper Elementary Classes**

Children under third grade should be accompanied by an adult to their check in point on the third floor for Sunday School. The greeter will mark them present for the day. These children will be accompanied by their teacher or the Children's Minister or Associate to the sanctuary for worship unless otherwise instructed by parents.

Children third grade and older may check themselves in at the Greeter on the third floor. They will be dismissed at 10:30 from their Sunday School room to go to the sanctuary unless other arrangements are made between the parents and teacher.

## **VII. Release Procedures – Sunday morning**

### **VII.A. Nursery and Toddler Classes**

The nursery area will be unlocked at the conclusion of worship. Parents should enter the hallway and show the teacher and volunteer his/her child's matching name sticker before the child is released.

### **VII.B. Preschool/Early and Upper Elementary Classes**

Children who attend Godly Play Children's worship will be dismissed to parents from the third floor of the Moffatt building at the conclusion of worship. Parents should wait in the hallway until the door person from each classroom releases their child to them.

## **VIII. Drop Off Procedures – Wednesday afternoon**

### **VIII.A. Nursery/Toddler/Preschool Classes**

Beginning at 5:30 on Wednesday evenings children who are under three may be dropped off by parents in the Toddler Room on the third floor of the Moffatt building. Preschoolers through K should be dropped off in the Yellow Room on the third floor or should accompany the children's minister or volunteers from the fellowship hall meal up to the third floor. Children should not be unsupervised in the classroom or hallways.

## **VIII.B. Early and Upper Elementary Classes**

At 5:30 on Wednesday evenings children 1<sup>st</sup> grade and up should be accompanied by parents or a teacher to their choir room. We strongly discourage children from being unsupervised in the hallways on Wednesday evenings as we have many people using our building. Parents may **not** drop children off at the entrances of the building unless arrangements are made with another adult to meet the child at the entrance to accompany the child to the classroom. A teacher will escort these children from their choir rooms to their missions rooms at 6:15.

## **IX. Release Procedures – Wednesday afternoon**

### **IX.A. Nursery/Toddler/Preschool Classes**

Parents must come to the third floor of the Moffatt Building to pick up their child from their classroom. Children will not be dismissed to siblings for release.

### **IX.B. Early and Upper Elementary Classes**

Parents must pick up their children in person on the third floor unless other specific arrangements are made with the Children's Minister or Associate in advance. We *strongly discourage* children from being unaccompanied on Wednesday evenings.

## **X. Parental Responsibilities**

### **Wellness**

If your child is sick or has been sick within the past 24 hour period before church services or events, we ask that you NOT bring your child to church. Please adhere to the 24 hour fever rule, which states that a child needs to be fever free without medication for a 24 hour period before attending church.

Please inform the Ministry Staff of any medical conditions that might need to be addressed while your child is in the care of our staff or volunteers. Information will be kept confidential and will be made known only to those teachers/volunteers on a need to know basis.

In the case of a child having severe allergies, please keep the Ministry Staff updated with this information and any necessary steps that need to be taken in the event of an allergic reaction. If an epi-pen is needed, parents are expected to provide this medication and to be available to administer it during church services and activities.

As a reminder, staff and volunteers will not be able to administer medication to any child. If your child requires medication, please coordinate with staff and volunteers to allow you to provide the necessary medication to your child during the church services or activities.

### **Aggressive Behavior**

Intentional physical intimidation, physical aggression (biting, hitting, pushing, scratching, choking, or pulling) or verbal bullying will not be tolerated within church services or activities. If a child exhibits any of these actions, the staff or volunteer supervising the service or activity will immediately remove the

child from the class and contact their parents. The Children's Minister will work together with the parents and teachers to decide the best steps forward for the child.

### **Parental Contact**

Parents who leave a child in the care of our staff members and volunteers during church services or activities will be contacted via text message if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministry programs.

### **Parental Involvement**

Parents are encouraged to visit any and all services and programs in which their child is involved at our church. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs will be required to complete our volunteer application and screening process.

### **Supervision**

For all children, supervision before, between and after scheduled programs of the church is the parents'/guardians' responsibility.

ATTACHMENT A

## Nursery/Toddler Attendance Card

Here are a few notes about our time with \_\_\_\_\_

**Diaper Changes:**

Time: \_\_\_\_\_ Wet: \_\_\_\_\_ BM: \_\_\_\_\_

Time: \_\_\_\_\_ Wet: \_\_\_\_\_ BM: \_\_\_\_\_

**Bottles:**

Time: \_\_\_\_\_ Amount: \_\_\_\_\_

Time: \_\_\_\_\_ Amount: \_\_\_\_\_

**Snacks:**

Time: \_\_\_\_\_ Type of food & drink: \_\_\_\_\_

Time: \_\_\_\_\_ Type of food & drink: \_\_\_\_\_

**Other Notes:**

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**ATTACHMENT B**

**Incident Report Form**

*[Please print all information.]*

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name of child/youth involved: \_\_\_\_\_ Age: \_\_\_\_\_

Address of child/youth: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_

Name of person(s) who witnessed the incident:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe incident and/or injuries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If incident required a doctor's visit or hospitalization, please fill out the second page of this form.*

Name of person submitting this report: \_\_\_\_\_

Report submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

**Incident Report Form**

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name of child/youth involved: \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to organization:            Member \_\_\_\_\_ Visitor \_\_\_\_\_ Volunteer \_\_\_\_\_  
Employee            Student/Camper \_\_\_\_\_ Other \_\_\_\_\_

Where was the injured person taken? [hospital/doctor] \_\_\_\_\_

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If the injury occurred on the church premises, what purpose was the injured on the premises?

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Who was responsible for supervision at the time of the injury?

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If the injury occurred elsewhere, what connection did it have with church operations or activities?

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Does the injured party have medical insurance?            Yes \_\_\_\_\_ No \_\_\_\_\_

Name of medical insurance company: \_\_\_\_\_



ATTACHMENT C

**Report of Suspected Incident of Child Abuse**

*[Please print all information.]*

Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

---

Victim's name: \_\_\_\_\_ Victim's age/date of birth: \_\_\_\_\_

Date/place of initial conversation with/report from victim: \_\_\_\_\_

Victim's statement (give your detailed summary here): \_\_\_\_\_

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Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

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Reported to: \_\_\_\_\_ Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

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Call to victim's parent/guardian: \_\_\_\_\_ Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_ Summary: \_\_\_\_\_

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**Report of Suspected Incident of Child Abuse Page 2**

Call to local children and family service agency: \_\_\_\_\_ Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_ Summary: \_\_\_\_\_

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Call to local law enforcement agency: \_\_\_\_\_ Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_ Summary: \_\_\_\_\_

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Other contacts: \_\_\_\_\_ Name: \_\_\_\_\_

Date/time: \_\_\_\_\_ Summary: \_\_\_\_\_

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Printed name of person completing form: \_\_\_\_\_

Signature of person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

Report submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

***Note: It is imperative the individual filling out this report be familiar with the state law reporting requirements before taking any action or completing this report.***