

Escalon Christian Reformed Church Children's and Student Ministries Policies

Dear Children's and/or Student Volunteer,

Welcome to Escalon CRC!

At Escalon CRC, we take our responsibility to care for children (age 0-3rd grade) and students (grades 4-12) very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for Escalon CRC volunteers and staff members. Our policies are intended to create a safe environment for children and students, protecting them and you in carrying out the mission of Escalon CRC. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual in its entirety, please sign and return the agreement form located on the reverse of this page.

We sincerely thank all volunteers for serving, loving, and protecting our children and students.

PARENTS: At Escalon CRC we try to be as transparent as possible. You are receiving a copy of this policy to inform you of the procedures we have in place. You do not need to sign and/or return this form.

Sincerely,

Escalon CRC Leadership

Please email any documents or questions to Joe@escaloncrc.org

Policies and Procedures Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I have received and read a copy of Escalon CRC's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at Escalon CRC.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Escalon CRC.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Escalon CRC at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Escalon CRC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of Escalon CRC policies and procedures manual. If volunteer is a minor, please have a legal guardian sign this form in addition to the minor to acknowledge receipt. (Please note, background checks policies will not apply to any volunteer under age 18).

Volunteer's name (please print)

Minor's Parent name (please print)

Volunteer's signature

Minor Parent's signature

Date: _____

Escalon CRC

Policies & Procedures for Children's Ministries

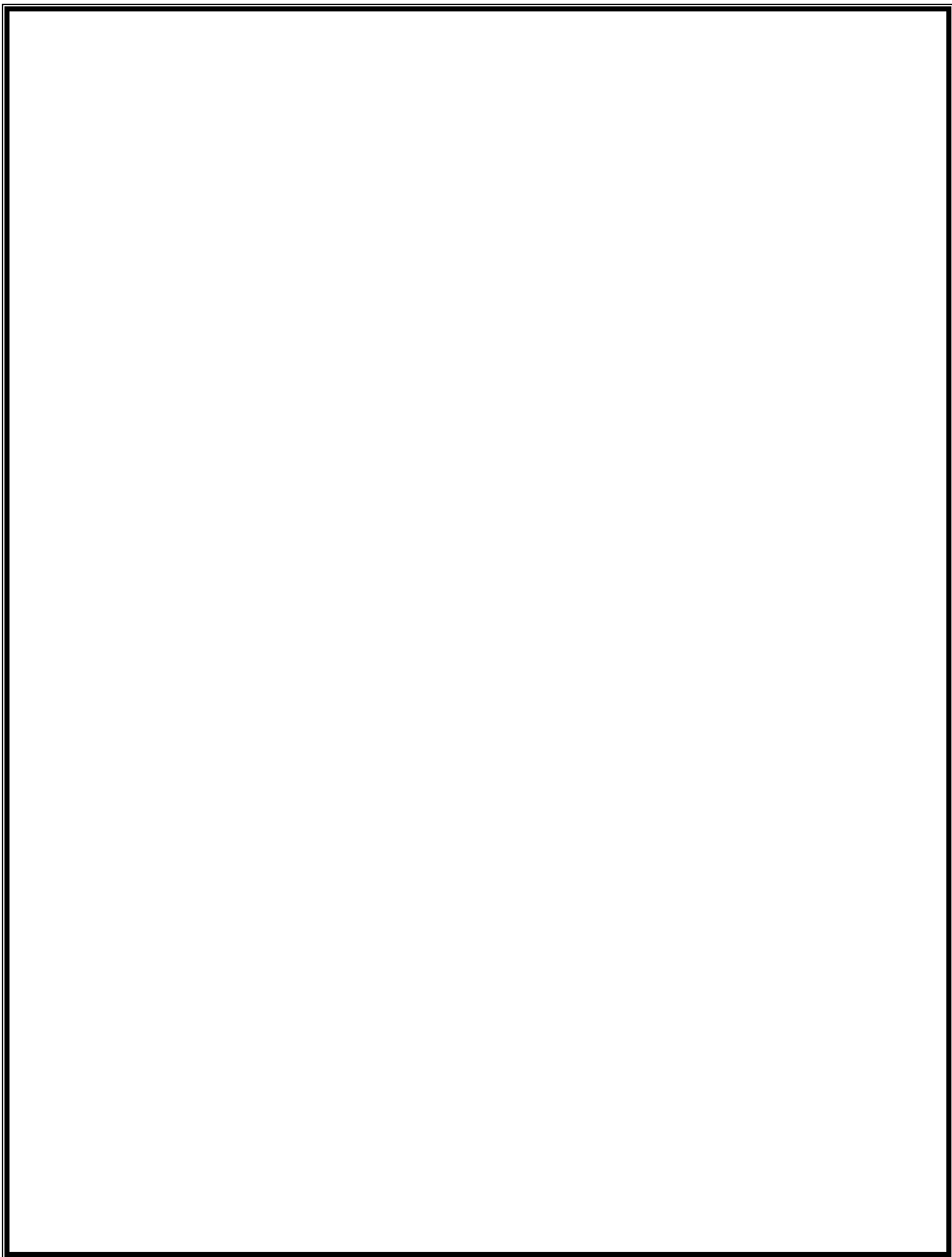
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Overview of the Escalon CRC Safety System

Because we love children and desire to protect them, Escalon CRC requires all staff members and volunteers working with children or students to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Escalon CRC policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the Youth Director or Associate Pastor.

Escalon CRC requires all staff members and volunteers to complete Sexual Abuse Awareness Training (live or online at www.MinistrySafe.com).

STEP TWO: Screening Process

All volunteers must be members of Escalon CRC to be eligible to serve in volunteer positions providing access to children. We trust that our church membership process serves as appropriate screening. Exceptions to this must be made by council and appropriate screening process must be taken.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

Escalon CRC requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors.

Non-fingerprinting background checks may be asked to be renewed on a periodic basis. Fingerprinting background checks (LiveScan) will not be required to be renewed unless required by law or a lapse of 5-years of serving (current law).

Please note, the specific results of the background check will be kept confidential!

Child Safety Policy

ABUSE TOLERANCE

Escalon CRC has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Escalon CRC to act in the best interest of all children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations as outlined later in this policy.

ENFORCEMENT OF POLICIES

Escalon CRC staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Escalon CRC policies. Violations of these policies are grounds for immediate dismissal,

disciplinary action, or reassignment from a position in Children's Ministries – for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Council.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, Escalon CRC staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, and a CAP committee member. The list of members can be found on posters around church or at www.escaloncrc.org.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Escalon CRC Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at Escalon CRC. If the person is a staff member or employee, such conduct may also result in termination of employment from Escalon CRC. Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Escalon CRC.

REPORTING ABUSE OR SUSPICIONS OF ABUSE

Escalon CRC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.

Because sexual abusers 'groom' children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard children in the program.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

We report all suspected or alleged abuse or neglect of children to the San Joaquin County Department of Family and Protective Services

Abuse Hotline: 1-209-468-1333

Because many adults are unfamiliar with California reporting requirements and may be fearful of the process, Escalon CRC utilizes a ‘tandem or dual report’ model, where permitted. A ‘dual report’ occurs when a member of the CAP Committee (see below) reports the suspicion or allegation together with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED, OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from Escalon CRC before reporting to law enforcement personnel or the Child Abuse Hotline.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or ‘grooming’ behaviors of a colleague or coworker) to a member of the Escalon CRC CAP Committee. This request is intended to assist the church in properly protecting children involved in Escalon CRC programs. **All reporting to the committee will be kept in the strictest confidence unless required by law to report to outside organizations.**

Child Abuse Prevention (CAP) Committee **COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children, Escalon CRC will appoint and maintain a CAP Committee, which will meet periodically. The purpose of the CAP Committee is to enable Escalon CRC Children’s Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of an equal number of males and females consisting of the following members:

- the Associate Pastor
- an elder
- a member of the nursery committee (female)
- a female Youth Ministry leader (e.g. a GEMS, Bridge, or Upper Room leader)

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing Escalon CRC policies and procedures related to children’s safety and risk management issues.
2. Monitoring all Children and Youth Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the council regarding safety issues.
4. Informing and shepherding any members who have an item on their background check which precludes them from serving children. This shall be done in a biblical, pastoral manner while also complying with all relevant laws.
5. Serving as a dual reporter if the person who witnessed a suspected abuse desires to report dually (see above).

Children's Ministry Staff Monitoring Plan

BUILDING SAFETY

Every ministry supervisor is responsible for ensuring that the ministry program area is monitored during programming serving children. This includes unobserved monitoring of staff members, volunteers and children. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes or activities.

SUPERVISION

A screened ministry volunteer must be present at all times where children are being supervised.. If questions or concerns arise related to any person in the area, a ministry supervisor or CAP committee member should be notified immediately. **Two trained, screened adults should supervise children at all times. Avoid being alone with an individual child in any room or during any ministry program.** If one supervising adult must leave a group of children, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed. If two individuals serving in a room are related to one another, a third unrelated volunteer or staff member must be present. At Escalon CRC, we will strive to maintain the two-adult rule to best of our abilities. For many events (e.g. Sunday School) the two-adult rule can be achieved through a hallway volunteer who will serve as the second adult.

If an unusual circumstance occurs and you find yourself alone with a single child, take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.) If you need to talk with a child alone, do it in the hallway or a highly visible area, or have another leader with you. ***After every ministry event, ensure that every room, area, and restroom is checked prior to leaving.***

Child Safety Measures

RELEASE OF CHILDREN

At any time that a child has been entrusted to Escalon CRC staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. It is presumed a person who drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact an adult who knows the child before releasing the child.

Disciplinary Policies

DISCIPLINE

It is Escalon CRC's 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. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. Give a warning and remind the child of class expectations, and redirect to a positive behavior. Do this individually when possible, try not to single out a specific child in a large group setting. *When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others, and avoid being alone (or unseen) with the child.
3. After a 3rd time, refer to the council support volunteer or hallway volunteer. The council or hallway volunteer shall inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

Restroom Policies

Children should be escorted to the bathroom and the volunteer should do a quick check to be sure that there are no adults in the bathroom. Volunteers should stand outside of the bathroom while the child(ren) use the bathroom with the door remaining open. Assistance should not be given, unless absolutely necessary. In those instances, another volunteer must be present and doors need to remain open. **DO NOT USE OR OCCUPY** a bathroom in use by children. If you must go into the restroom to check on an individual child, seek out another volunteer to accompany you. If another volunteer is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. ***Do not enter the restroom without another volunteer present.***

Medication

Do not administer medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Volunteers should avoid physical contact with children while in vehicles.
- No cell phones may be used by the driver while driving unless in an emergency.

- In transportation, the TWO ADULT RULE or 'RULE OF 3' (three or more total people in the vehicle) must be followed.

Interactions with Children

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Escalon CRC 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.

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 Escalon CRC Children's Ministry program. Another trained adult should always be present.

Physical Contact

Escalon CRC is committed to protecting children in its care. To this end, Escalon CRC has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

- Hugging, pats on the back and other forms of appropriate physical affection between volunteers and children are important for children's development, and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the CAP committee.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.

Parental Involvement

PARENTAL CONTACT

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

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at Escalon CRC. 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 at Escalon CRC will be required to complete the Escalon CRC volunteer application and screening process.

STUDENT MINISTRY POLICIES

DISCIPLINE

No physical discipline may be used for behavior management of students, including spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of *other* students. In these instances, staff members and leaders are allowed to restrain a student with appropriate physical force, as needed. Uncontrollable or unusual behavior should be reported immediately to parents and a Ministry Leader. Any behavior problems will be handled in the following sequence:

1. The student will be asked to correct the behavior.
2. A staff member will talk with the student to discuss the problem behavior.
3. Parents will be notified of discipline or behavior problems.
4. The student will not be allowed to attend a ministry event. (This is a final measure, but not desired.)

If a student is unruly or fails to comply with verbal warnings or instructions, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. Any damage of property will be reported to parents, who will be responsible for repairs, including damage incurred at off-campus ministry events.

BULLYING

Verbal, physical or emotional bullying is not acceptable in Escalon CRC ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no "harmless put-down" where bullying is concerned.

1. *First Offense*: Issue a warning to the student and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
2. *Second Offense*: Pull the offending student(s) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the student know that the next step is communication with a pastor and the student's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
 - a. Privately, but with another adult present, confirm that a student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable.
3. *Third Offense*: Send the student to a pastor for a phone call to his or her parents and possible removal from the trip, camp or event.

RESTROOM POLICIES

Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor. In public contexts, send students to use the restroom in groups of at least three, when possible.

EMPLOYEE / VOLUNTEER POLICIES

TOBACCO USE

Please abstain from the use or possession of tobacco products in church facilities, while in the presence of students or their parents, or during Escalon CRC ministry activities or programs, whether on campus or away.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with students, or while working with or supervising minors during any Escalon CRC program or activity. No alcohol is allowed anywhere on the premises of Escalon CRC.

NUDITY

Never be nude in the presence of students in ministry programs. In the event a situation arises that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the ministry supervisor concerning arrangements for showering or changing clothes.

PHYSICAL APPEARANCE

Please dress in modest, comfortable attire. Please do not wear thin-strapped shirts or low cut shirts while you are serving. First impressions are important; please take this into consideration when you are serving.

ONE-TO-ONE INTERACTIONS WITH STUDENTS

Meeting the emotional or spiritual needs of students may occasionally involve interaction on an individual basis. Please observe the following guidelines when interacting with minors:

The Two Adult Rule should be diligently followed during ministry programs: do not interact *alone* with an individual student in any room or building. ***In the event you find yourself alone with a single student, move to a room or area occupied by others, or to a location easily observed by others.*** Escalon CRC strives to maintain the Two-Adult Rule to the best of our abilities.

One-to-one meetings with an individual student must occur at a time when others are present and where interactions can be easily observed. *Example:* If a student desires additional conversation after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.

If a closed-door meeting must occur, it should occur on church property, with a second adult present. The door must remain unlocked, and any window treatments *open*.

Never hold a closed door one-to-one meeting with a student who is the opposite gender.

Any ongoing meetings with students (such as counseling, one-to-one discipleship, etc.) should be discussed with the Associate Pastor, and should comply with the Two Adult Rule if possible OR occur in a public, easily observed location.

Staff members and adult volunteer leaders may not date (or have *any* sort of romantic interaction with) students in the student ministry.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any *inappropriate* sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student in the program.

However, it is expected that from time to time student ministry discussions and lessons may address issues related to purity, dating, sex, and human sexuality. These lessons will convey to the students the church's views on these topics. Students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teach with sensitivity, and from a biblical perspective.

- Avoid discussing anything of a sexual nature with students of the opposite gender in a one-on-one situation.
- If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student. For any follow up meeting: inform a student ministry staff member *first*, comply with the Two Adult Rule OR meet in a public, easily observed location.
- When in doubt as to whether a conversation could be interpreted as a "sexually oriented conversation," treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Student Ministry Staff Member.

SEXUALLY ORIENTED MATERIALS

Sexually oriented materials (images or videos) are prohibited on church property or in the presence of students participating in any ministry program (unless appropriate for teaching Biblical, age-appropriate lessons).

PHYSICAL INTERACTION / APPROPRIATE DISPLAYS OF AFFECTIONS

Appropriate touch is needed and encouraged, but it is vital that staff members and volunteer leaders do not blur or cross the lines. In light of this, the following guidelines should be observed:

- Physical contact in any form should be above reproach, for the benefit of the student, and never based upon *your* emotional needs.
- Your personal behavior must foster trust at all times.
- Pat a hand, shoulder or back in an encouraging manner.
- Side hugs: in public view and kept brief. When hugging someone of the opposite gender, hugs should be limited to side-hugs.
- Look for opportunities to give plenty of “high fives” and “fist bumps”, unless this makes a student feel uncomfortable.
- Shake hands, or put an arm around the student’s shoulder, briefly.

AVOID the following interactions:

- A sexual relationship with a student is never acceptable.
- Never touch a student in sensitive areas (breasts, buttocks, genitals) even if a student has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- No sitting on laps.
- No hand-holding, unless part of a worship/prayer service or a group game.
- Never touch in anger or disgust.
- Never touch in a manner that may be construed as sexually suggestive.
- Never kiss a student, or give (or receive) a massage.

Do not force physical contact, touch, or affection on a reluctant student, except in cases of necessary restraint for the protection of the child or others. A student’s preference *not* to be touched must be respected.

Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be misinterpreted when physical contact is open to observation.

VERBAL INTERACTION

Verbal interaction with students should be positive and uplifting. All verbal interaction should be encouraging, constructive, and mindful of our mission of aiding parents in the spiritual growth and development of students.

To this end, do not talk to students in a way that is or could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear in the presence of students. In general, verbal interaction should occur in a location where others may observe what is happening. At no time should a student and adult disappear behind a closed door, or interact in an area which cannot be seen by others.

ELECTRONIC COMMUNICATION

All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with the student ministry leader or a parent.

TEXTING

Texting between ministry leaders and students is permissible only as outlined below. In general, texts should occur in 'group' form, whenever possible. Though students will often reply individually, make effort to text in group form and encourage replies to the group. Prudent judgment must be used in the timing and content of texts. **Do not text before 7am or after 10pm** unless the texting occurs as part of a programmed ministry activity. Do not share photos and/or videos of a sexual or suggestive nature. Avoid discussion of ANY sexual topic via texts. Do not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.

COMMUNICATION APPLICATIONS

It is permissible for the ministry to use applications that have messaging features (i.e., Instagram, Facebook Messenger) – a ministry account. At least one other ministry leader must have credentials to access the application and regularly review the messaging, comments and postings.

- It is not permissible for ministry leaders to use personal accounts to direct message students. All group and direct messaging to/from students should be above reproach, available for supervisory access and originate from a ministry account – not a personal account.
- In the event a student direct messages a ministry leader's personal account, the ministry leader will transfer the thread to the ministry account for reply, if necessary. Students will be counseled to communicate via the ministry account.
- Avoid discussion of ANY sexual topic via social media.
- Do not comment or reply to a student's post that is inappropriate or questionable. All interaction should be above reproach and reflect the integrity and values of Escalon CRC Student Ministry.
- The use of Snapchat (or other similar applications) with students is not permitted. Applications that allow anonymous messaging are not permissible.

'HOOK-UP' APPLICATIONS

Though the use of relationship applications are commonplace and acceptable in society, Ministry leaders are prohibited from participating in Meet & Date or Meet & Chat applications (those applications intended to facilitate sexual encounters).

PERSONAL SOCIAL MEDIA

As a ministry leader, maintain a high moral standard in your social media presence. Inappropriate social media content may be a basis for suspension from participation in student ministry at Escalon CRC. Please be cautious about the content of the posts on your personal social media. Please ensure that photos or videos posted on social media reflect Escalon CRC ministry guidelines related to alcohol, tobacco and modesty (dress, posture and content).

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for students. Escalon CRC is not responsible for students who transport themselves from home directly to the destination. The following guidelines should be strictly observed, to the best of our abilities, when volunteers transport students:

- Students should be transported directly to their destination.
- All drivers must possess a valid drivers license.
- Avoid transportation circumstances that leave only *one student* in transport. In transportation, the TWO ADULT RULE or 'RULE OF 3' must be followed.
- Avoid physical contact with students while in vehicles if possible.
- Absent an emergency, **cell phones may not be used by drivers** while transporting minors (other than navigation applications for directions). In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur. Texting or other cell phone use is strictly prohibited while driving.
- Never instruct a student to drive other students to a ministry event.
- Transport only the number of students for whom you have seatbelts.
- Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving students.

OUT-OF-PROGRAM CONTACT WITH STUDENTS

Escalon CRC safety standards established to protect students and ensure healthy relationships should be respected *outside* ministry programs as well. In addition to ministry safety standards, the following policies should be respected in all interactions with students occurring *outside* ministry programs.

- Never be alone with a minor in an unobserved context or location.
- Any dating or sexual relationship of any kind with a minor is strictly prohibited.

PLANNING EVENTS FOR GROUPS & OVERNIGHT EVENTS

When planning a group event outside of regular programming, volunteer leaders should keep parents and staff members informed of details and abide by Escalon CRC policies. Some events may require a release form. Some Student Ministry activities/events require overnight sleeping arrangements for students, staff members and volunteers (i.e. camp, mission trips, etc.). All programmed overnights must be approved by a ministry supervisor and receive permission from parents. For each overnight event, Student Ministry staff must create a child safety plan that will supplement this policy document to provide specific child protection steps unique to the event (activity, travel, location, other groups present).

MEDICATION

Do not administer medication of any kind to any student while serving in ministry programs, including 'over the counter' drugs. For certain trips or activities (i.e., mission trips, beach/ski retreats), Escalon CRC will bring a medical professional that will dispense appropriate medications consistent with other policies and signed parent permission forms.