

BIG WOODS BIBLE CHURCH  
LOCK HAVEN, PA

# CHILDREN & YOUTH PROTECTION POLICY TRAINING

Protecting our children, our  
workers, our church





# Requirements for All Children's Ministry Volunteers

All children's ministry volunteers must:

- Read the Big Woods Bible Church Child Protection Policy.
- Complete a volunteer interview
- Be a regular attender at Big Woods for a minimum of six months
- Complete Children & Youth Protection Policy training **once annually**
- Complete all required or requested background clearances
  - Youth helpers must complete these after turning 18 years old
- Follow all state and federal laws and guidelines pertaining to working with minors, including but not limited to abuse
- Childcare workers (including youth helpers) should be at least 13 years old and five years older than the children or youth with which they are working. Exceptions can be made only by permission of the Ministry Coordinator or an elder. Youth volunteers under the age of 13 years old must serve alongside a parent or guardian.



# Background Check for All Volunteers

- Child Protective Services Law (HB 434, PN 3438) became effective 12/31/14.
- Employees and volunteers at Big Woods Bible Church who are responsible for the care and supervision of children must obtain clearances and provide copies to the church office before beginning work or volunteer activities. These clearances through the state of Pennsylvania will be good for five years.
- Amended 6344.2 (b) requires employers, administrators or supervisors or other persons responsible for employment decisions or selection of volunteers to review background checks for prospective employees or volunteers as part of the hiring or selection process.



# Why Are We Here?

- To protect our children
  - It reflects our Lord Jesus' love for children and youth
- To protect our workers
  - It gives guidance and direction for our workers
- To protect our church
  - It protects the name of Jesus Christ and the witness of His Church
- To establish our policies for Children & Youth Ministries
- To establish guidelines and procedures, especially around recognizing and reporting abuse



# Supervision of Children and Youth

- The childcare workers are responsible for the supervision of minors during ministry activities, including observing the environment and equipment for unsafe situations, removing children from potentially dangerous conditions, reporting problems immediately to the Ministry Coordinator or elder, and reporting any abuse or suspected abuse.
- A child is... any person under the age of 18.
- It is the responsibility of the Ministry Coordinators or supervising Elder to ensure that anyone who has not been successfully screened and approved does not have unsupervised access to children and youth.
- It is ALL of our responsibility to work together to ensure that we have a safe environment for our children and youth



# Statistics — American SPCC (non-profit)

- 4.4 million child maltreatment and abuse reports received in 2019
  - These reports involved 7.9 million children (11% of children in US)
- 5 children die due to child abuse every day
  - Estimated that 1,840 children died from abuse/neglect in 2019
  - This number may be under-reported by as much as 50-60%
- 1 out of 7 boys and 1 out of 3 girls will be sexually assaulted in childhood. 8,219 children abused each day
- Child Abuse & Neglect in 2019
  - 74.9% of cases involved neglect
  - 17.5% of cases involved physical abuse
  - 9.3% of cases involved sexual abuse
  - 6.1% of cases involved psychological maltreatment



# Statistics and The Church

## Abusers and Victims (from National Center for Child Abuse and Neglect)

10% by strangers

34% by family members

58% by people they trust

## Reporting

1-4% of reports are fabricated

75% of false reports are by adults

## Why the Church is at Risk

- It is a trusting organization.
- It relies heavily on volunteer help in the children's and youth ministries.
- Ministries, particularly churches, are often viewed as easy targets by child molesters.
- Churches and related ministries frequently have no child abuse prevention procedures in place.



# Definition of Child Abuse (HB726, PN 2778)

## **Pennsylvania Child Protective Services Law**

- Any recent act or failure to act committed intentionally, knowingly or recklessly on the part of a parent or caretaker,
- which results in death,
- bodily injury which requires impairment of a physical condition or substantial pain,
- Serious mental injury, or an act or failure to act causing or substantially contributing to mental injury through any act or failure to act or series of such acts or failures to act.
- sexual abuse, or exploitation



# Definition of Child Abuse (continued)

## Imminent risk:

- Kicking, biting, throwing, burning, stabbing or cutting a child
- Unreasonably restraining or confining a child
- Forcefully shaking, slapping, or otherwise striking a child under one year of age
- Interfering with the breathing of a child
- Causing the child to be present at a methamphetamine lab, provided there is a law enforcement investigation occurring
- Knowingly leaving a child unsupervised with an individual, other than the child's parent, who is required to register as a sexual offender, sexually violent predator or sexually violent delinquent. This also includes individuals whom the parent reasonably should have known was required to register in one of the categories above.



Exclusion for the use of force for supervision, control and safety purposes for parents or person's responsible for the child welfare (including childcare service staff) applies as long as:

- The use of force is reasonable and constitutes incidental or minor contact with the child to maintain order and control
- The use of force is necessary to:
  - Quell a disturbance;
  - To remove a child from a disturbance that threatened physical injury to person or damage to property
  - To prevent the child from self-inflicted physical harm
  - For self-defense or the defense of another person; or
  - To obtain possession of weapons, dangerous objects, controlled substances or paraphernalia on the child or within their control
- Reiterates that parents have the right to physically discipline their children in accordance with existing law. (Amended 6304, December 31, 2014)



# Definition of a Perpetrator: (SB23, PN 1586)

- Parents of any age
- Spouse, paramour, or former spouse or paramour of the child's parent
- A person 14 years of age or older who is responsible for the child's welfare
- Any person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit or religious or other not-for-profit organization
- School employees and independent contractors
- An individual residing in the same home as the child who is 14 years of age or older
- Individuals 18 years of age or older who does not reside in the same home as the child and is related with the third degree of blood, marriage or adoption of the child



# Types of Child Abuse

- Physical Abuse
- Sexual Abuse
- Mental Abuse
- Neglect

\*A note on the following slides; these traits may or may not be seen in children who have been abused. They may occur in children who have not been abused.



# Definition of Physical Abuse

- Bodily injury which requires impairment of a physical condition or substantial pain, or results in death

## Examples:

- Kicking, biting, throwing, burning, stabbing or cutting a child
- Unreasonably restraining or confining a child
- Forcefully shaking, slapping, or otherwise striking a child under one year of age
- Interfering with the breathing of a child



# Possible Signs of Physical Abuse

- Unexplained injuries
- Unbelievable or inconsistent explanations of injuries
- Multiple bruises in various stages of healing
- Bruises located on faces, ears, necks, buttocks, backs, chests, thighs, back of legs, and genitalia
- Bruises that resemble objects such as a hand, fist, belt buckle, or rope
- Injuries that are inconsistent with a child's age/developmental level
- Burns
- Fear of going home
- Extreme apprehensiveness/vigilance
- Pronounced aggression or passivity
- Flinches easily or avoids being touched
- Play includes abusive behavior or talk
- Unable to recall how injuries occurred or account of injuries is inconsistent with the nature of the injuries
- Fear of parent or caregiver
- Sleep disturbances



# Definition of Sexual Abuse

- Abuse in which sexual contact between a child and an adult or another older and more powerful youth occurs.
- The child is never truly able to consent or resist such contact.
- The child is often physically or psychologically dependent upon the perpetrator.

## Examples:

- Fondling (touching any part of the body for the purpose of sexual arousal)
- Intercourse
- Incest
- Exploitation of and exposure to pornography and prostitution



# Possible Signs of Sexual Abuse

- Bedwetting
- Pain or irritation in genital/anal area
- Difficulty walking or sitting
- Difficulty urinating
- Pregnancy
- Positive testing for sexually transmitted disease or HIV
- Excessive or injurious masturbation
- Sexually promiscuous
- Developmental age-inappropriate sexual play and/or drawings
- Cruelty to others
- Cruelty to animals
- Fire setting
- Anxious
- Withdrawn



# Possible Signs of Sexual Abuse at Church

- Unusual nervousness or anxiety about being left in the nursery or Sunday school class
- Reluctance to participate in church activities that were previously enthusiastically approached
- Comments such as “I don’t want to be alone with \_\_\_\_\_” in reference to a childcare worker or Sunday school teacher
- Nightmares including a childcare worker or teacher as a frightening character
- Unexplained hostility toward a childcare worker or teacher



# Definition of Neglect

Abuse in which a person endangers a child's health, safety, or welfare through negligence.

- May include withholding
  - Food
  - Clothing
  - Medical care
  - Education
  - Affection and affirmation of the child's self-worth





# Possible Signs of Neglect

- Lack of adequate medical and dental care
- Often hungry
- Lack of shelter
- Child's weight is significantly lower than what is normal for his/her age and gender
- Developmental delays
- Persistent (untreated) conditions (e.g. head lice, diaper rash)
- Exposure to hazards (e.g., illegal drugs, rodent/insect infestation, mold)
- Clothing that is dirty, inappropriate for the weather, too small or too large
- Not registered in school
- Inadequate or inappropriate supervision
- Poor impulse control
- Frequently fatigued
- Parentified behaviors (taking on parental responsibilities and roles)
- Delinquent behavior
- Mistrusting



# Definition of Mental Abuse

“Serious mental injury, or an act or failure to act causing or substantially contributing to mental injury through any act or failure to act or series of such acts or failures to act.”

- Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty.
- Sends the message to the child of:
  - Worthlessness
  - Badness
  - Not worthy of love
  - Undeserving of love and care



# Possible Signs of Mental Abuse

- Frequent **psychosomatic** complaints (nausea, stomachache, headache, etc.)
- Bed-wetting
- Self-harm
- Speech disorders
- Expressing feelings of inadequacy
- Fearful of trying new things
- Overly compliant
- Poor peer relationships
- Excessive dependence on adults
- Habit disorders (sucking, rocking, etc.)
- Eating disorders





# Behavior Signs That Cross Categories:

- Withdrawn
- Exhibiting low self-esteem
- Poor school performance/attendance
- Substance use/abuse
- Attention-seeking
- Behaviors inappropriate for age
- Depression

*\*Behavioral indicators of abuse suggest a child may have suffered maltreatment. These indicators may have other causes and may not necessarily be abuse. However, combined with other observations, they may signal cause for concern.*



# Tips from Pastor Stuart

- When in doubt, ask questions! If you are concerned about a student, always ask questions to them. This is because one of two things is going to happen...
  - 1) You discover more information and are better able to give an accurate report.
  - 2) OR...you learn that this isn't an abuse issue at all, but you have conveyed care to the child or student by asking about them.

During my time in youth ministry, I've had more than one instance of running into a student who I felt I needed to ask questions about, whether it be physical or behavioral.

- In the case of physical injury, the injury was reported as to be from a school sports. in which case the student and I were able to laugh about it together.
- In another, the anxiety and concerning behavior was due to academic stressors on that student. This gave me now the opportunity to pray with and minister to that student.

In summary, when in doubt, ask questions! At the very worst, you now are more informed to love and minister to that individual!



# Important to Remember

- The child is **never responsible** for causing the abuse.
- The child is **never to be blamed** for the abuse.
- The child is **never capable of consent to abusive behavior**.
- Child abuse is **always** wrong and is solely the responsibility of the abuser.



# Are You a Mandated Reporter?

- If you are in this training, you are a mandated reporter. “Individuals — paid or unpaid — who, on the basis of the individuals’ role as an integral part of a regularly scheduled program, activity, or service, are responsible for the child’s welfare or has direct contact with children”
- The law specifies that certain individuals are mandated to report when...
  - They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service;
  - They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance, or training of the child;
  - A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
  - It is NOT required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse



# What should a mandated reporter do if child abuse is suspected?

- Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either
  - electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
  - Via phone by calling 1-800-932-0313.
- After making the report to ChildLine, mandated reporters are required to immediately thereafter notify the person in charge of the institution, school, facility, or agency or the designated agent of the person in charge.
  - Notify one person only (preferably a Pastor if possible)
- If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report. This form can be obtained at [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov) or from the children and youth agency. If a report is made electronically, no CY-47 is required to be completed.
  - An elder or Ministry Coordinator) may make the Childline call with you



# What if I'm not sure whether the signs I see indicate abuse?

- Report to **Childline**. You only need to have a **reasonable cause to suspect** that a child is a victim of abuse. Once a report is received, specially trained child welfare professionals determine whether the child is a victim of abuse and what action is necessary to ensure a child's safety and well-being.

## Reasonable suspicion is more than a hunch:

- It is a determination you make, based on your knowledge of circumstances, your observations, your familiarity with the individuals, and your feelings about the incident.
- This information will be useful to the child welfare professionals who receive your report.



# **Must I report suspected abuse, if I learn of the abuse from someone other than the child who was allegedly abused?**

Yes. The child you suspect of being abused need not come directly to you, but the child must be under the care, supervision, guidance or training of the organization you are affiliated with.



# What if a mandated reporter fails to follow the law?

A mandated reporter could be charged with a misdemeanor of the third degree for willfully failing to report or refer suspected child abuse.



This form must be completed for suspected child abuse and given to an elder. All reports must remain completely confidential.

**REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE**  
**BIG WOODS BIBLE CHURCH**

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse: \_\_\_\_\_  
\_\_\_\_\_
2. Victim's name: \_\_\_\_\_  
Victim's age/date of birth: \_\_\_\_\_
3. Date/place of initial conversation with/report from victim: \_\_\_\_\_  
\_\_\_\_\_
4. Victim's statement (give your detailed summary here): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Name of person accused of abuse: \_\_\_\_\_  
Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_  
\_\_\_\_\_
6. Reported to pastor: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Call to victim's parent/guardian: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Call to local children and family service agency: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_
9. Call to local law enforcement agency: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_
10. Other contacts: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Incident Reporter

\_\_\_\_\_  
Date



# Inappropriate Behavior

- Any childcare worker who suspects an incident of inappropriate behavior or abuse toward a minor has occurred is required to report their concern immediately to the program leader, to the Ministry Coordinator, or to an elder. A confidential written record of the report and investigation will be initiated. Elders will respond promptly as necessary for the protection of the child. Elders will comply with state law in regarding reporting of abuse.
- This is something we take very seriously. If you see or hear something that doesn't seem right, report it.



# Physical Contact & Grooming

- Respect, safety, and appropriate boundaries are the guiding principles for physical contact between childcare workers and children. The guidelines below are intended to avoid contact that is or may appear threatening or inappropriate.
- 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. Examples of positive and appropriate forms of affection:
  - Handshakes, high-fives, and fist bumps
  - Verbal praise
  - Pats on the shoulder, back, and head
  - Brief hugs or side hugs



# Physical Contact & Grooming (part 2)

- The following forms of affection are considered inappropriate with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children and their parents for later molestation or can be, in and of themselves, sexual abuse.
  - Inappropriate or lengthy embraces
  - Kisses
  - Holding children over three years old on the lap
  - 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
  - Touching knees or legs of children or youth
  - Tickling children or youth
  - Any type of massage between children/youth and an adult
  - Any form of unwanted affection
  - Giving gifts or money to individual children or youth



# Physical Contact & Grooming (part 3)

- If you have a reasonable suspicion or see inappropriate behavior; please report it
  - A confidential report is then made by an elder or pastor
- Reports for these matters are **incredibly important**, as rarely does a single individual ever see the entire picture of what is happening.

**Report of Suspected Incident of Inappropriate Behavior**  
**Big Woods Bible Church**

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

2. Observer's name (if someone else): \_\_\_\_\_

3. Date/place of initial conversation with/report from victim or observer: \_\_\_\_\_  
\_\_\_\_\_

4. Observer's/Victim's statement (give your detailed summary here): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of person accused of inappropriate behavior: \_\_\_\_\_  
Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_  
\_\_\_\_\_

6. Reported to pastor/elder: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Other contacts: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Incident Reporter      Signature of Incident Reporter      Date



A stylized, light-colored illustration of a plant with several leaves and a cluster of small, round fruits or berries, positioned on the left side of the page.

# BASIC POLICY & PROCEDURES FOR CHILDREN AND YOUTH WORKERS

These guidelines apply to all functions sponsored by Big Woods Bible Church including home Bible studies, youth group, VBS and other gatherings involving children and youth.



# The Children's Wing

- Only children and necessary childcare workers are permitted in the children's wing. The following are exceptions to the children's wing rule:
  - If the child is unsure and the parent wants to walk them back, the parent/guardian and child will be escorted by a childcare worker to the classroom, then the parent/guardian will be escorted out. If the child does not want to stay on their own, they may leave with their parent/guardian.
  - If a new family to Big Woods wants to know where their child is going in the Children's Wing, the Children's Ministry Monitor may escort them back to drop off the child and give them a brief tour of the Children's Wing.
    - This is **highly encouraged**, as we want new families to feel welcome and safe dropping their children off with us!
  - Parents/guardians of nursery age children are able to enter the Children's Wing to drop off and pick up their child at the entrance to the Nursery. Non-nursery age children are not permitted in the nursery.
  - Elders and deacons are to be given full access due to the nature of their responsibilities.
- It is primarily the Children's Monitor job to guard and control access to the Children's Wing



# Children's Ministry Check Out

- Parents are responsible for signing in and signing out their children for Nursery, Children's Church or Sunday School. A parent or legal guardian is the only adult who may sign out their child from Childcare unless a specific arrangement is made in advance with written documentation.
- High school aged siblings may pick up their younger siblings after Children's Church or Sunday School if they have the corresponding sticker for their sibling.
- We use a dual sticker system currently. The child's sticker should match the adult sticker.
- If a parent ever loses their sticker or demands a child that cannot be confirmed as theirs; do not release the child until the parent's identity can be confirmed (check identification against Servant Keeper data) or wait until an elder or Ministry Coordinator can confirm identity.



# The Two-Adult Rule

- The two-childcare worker rule states that there must always be two adult childcare workers present when supervising one or more children during any church-sponsored program, event, or ministry involving children. This rule is designed for the safety of minors as well as adults and is required across all ministry areas.
- The childcare workers should be in sight of each other at all times. At no time should one worker be with a single child or youth in a secluded area.
  - If it is ever necessary for one of the adult childcare workers to leave the room, the door is to remain open to the childcare room until the childcare worker returns or another (typically the Children's Ministry Monitor) adult takes his/her place.
- The purpose of the two-childcare worker rule is to make sure the actions of any one childcare worker are known to at least one other childcare worker and to encourage childcare workers to support each other in ministry.
- We encourage older students to serve in the Children's Ministry; however, youth helpers are not considered an adult childcare worker and cannot be included to meet the Two-Adult Rule.



# Unplanned Situations with only one Childcare Worker

- Immediately inform the Ministry Coordinator or Elder
- Visible location--For the entire time when there is only one childcare worker present, the worker and children/youth must be in a location that is visible to others with an unobstructed window, open door, etc.
- In the event an unplanned one-on-one event occurs without prior written permission being obtained, the worker must report in writing to church leadership (Ministry Coordinator or an Elder);
  - who was involved
  - at what time
  - and the activity and circumstances.
- If one childcare worker needs to step out on a Sunday morning, please feel free to pull the Children's Monitor, Check In, or another available childcare worker in



# Restrooms/Diapering

- Children in grades K-5 may use the restrooms on their own. Children younger than 5 may be assisted, if necessary. In this case, the restroom door must remain open. An adult childcare worker should be called to stand outside the door, if a child needs assistance in the restroom from another childcare worker.
- Parents/guardians of nursery and preschool children may choose to give permission for the adult childcare worker to accompany their child to the restroom or change diapers. If permission is not given, parents/guardians must be paged and directed towards the family restrooms or cry room.
- Youth helpers are not permitted to change diapers or accompany children to the restroom.
- If diapering facilities exist in the room, these are to be used. Otherwise, diapering facilities in the restroom may be used if the door remains open.



# Youth Ministry Policies

- If an adult leader and youth seek one-on-one time (for the purpose of discipleship, counseling, etc), written permission must be received from the parents/guardian. Such permission must cover a defined period, such as one day or a calendar year.

- Special care shall be given to assure sufficient staffing for overnight functions. These events will include written parental permission and parent/guardian and youth understanding of acceptable behavior, rules and expectations. If adults will be bunking in the same room or area as youth, two adults are required.



# Transportation

- Any time children or youth will be transported in a church vehicle or the vehicle of a worker, the parent/guardian must have signed a permission slip agreeing to the transportation.
- During youth ministry activities and in light of unplanned circumstances, permission may be obtained over the phone or via text provided that the church worker/volunteer has sufficient indicia of reliability to reasonably believe that he/she is actually communicating with the parent or guardian.

## Communication Outside of Usual Ministry Functions

- Any communication with childcare age (5th grade and under) children should be through the parents or guardians. Communication with youth (6th through 12th grade) should be done with permission (verbal or written) and knowledge of the parents or guardians.




# Discipline

- Clear rules and expectations and consistent messages about behavior are the key to effective discipline procedures.
  - Childcare workers will be loving, firm and consistent with instructions.
  - Childcare workers are to teach, encourage, and monitor the children but not to take active steps of discipline.
  - Verbal correction will be used in a loving manner when necessary.
- If at any time, the child becomes physically aggressive towards an adult, other children, or themselves; these procedures will be followed.
  - The monitor on duty or deacon will be called and instructed to page or locate the parents or guardians.
  - If needed, the other children will be removed from the situation.
  - Following the incident, the parents will be informed in detail.



# Behavioral Incident Reports

- To be used when there has been a significant conflict or behavioral with a student that reaches the level that needs to be reported
- If you feel that a particular issue or event is significant enough that it needs to be passed up to the Ministry Coordinator or elder, then it likely needs to be documented
- After completion, these are to be given to an elder and are kept confidentially in house, primarily for legal protection



**BIG WOODS  
BIBLE CHURCH**  
*Transformed Lives • Transforming a Community*

**Behavior Incident Report Form**  
(Please print all information.)

Date and Time of Incident: \_\_\_\_\_

Name(s) and Age(s) of child(ren) or youth involved :  
\_\_\_\_\_  
\_\_\_\_\_

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

Parent(s) or guardian(s) informed?    ☐ Y    or    ☐ N    Date and Time: \_\_\_\_\_

Name of person(s) who witnessed the incident: \_\_\_\_\_

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

Describe Incident and Actions Taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Incident Reporter \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Staff Informed \_\_\_\_\_ Date \_\_\_\_\_



# Anti-Bullying Statement

Bullying is a range of unacceptable behaviors that hurt, intimidate, frighten, harm, humiliate, undermine or exclude an individual or group. Bullying is deliberate and repeated over time and is difficult for the sufferer to defend themselves against.

- We take bullying very seriously at Big Woods Bible Church and will not tolerate bullying in any form. Any concerns expressed by children, staff or parents will be investigated and the results of that investigation will be communicated to the alleged perpetrator and parents/guardians as well as the alleged victim and parents/guardians.
- If we suspect bullying, leaders will inform parents or guardians. It is not the leader's role to discipline children. If a child who is bullying others and does not respond to a teacher's direction to cease that behavior, parents or guardians will be immediately paged or a deacon will locate them.
  - A child who continually acts out in a bullying manner may be asked not to return until he/she can behave appropriately and follow the direction of the adult leadership.
- In cases where it is determined that the incident(s) were not bullying but behavior was unacceptable, it will still be addressed. Children/youth/parents/staff are encouraged to share their concerns so that actions can be taken.



# Medical Supplies and Emergencies

- Childcare workers should be prepared to protect and care for children in the case of minor injuries or emergencies. Childcare workers should understand that they have a duty of care to ensure that the children within their charge are not placed at a higher-than-normal risk of injury, and, if injured, are promptly cared for. The training mentioned above will include instruction on how to address these situations. For medical problems that require more serious attention call 911 or local emergency phone number.
- For minor injuries, childcare workers can follow basic first aid. An adult with first aid training should be summoned when available.
- For emergencies, the deacon on call should contact an appropriate member of our response team members to handle an emergency.
  - If an emergency were to occur during service which requires immediate parent/guardian notification, the Children's Ministry Monitor will page the parent with the corresponding pager number on the child's sticker. If there is no pager number, a deacon will be notified to locate the parents.
- All injuries, including minor injuries, must be documented on our accident form if they required medical attention, and the accident form should be submitted immediately after the incident to the Ministry Coordinator or Elder.
- Parents/guardians must always be notified about their child's injury, even if minor.



This form should be completed and placed in the church office for any injury that requires medical attention. Parents and the children's ministry director must also be notified.

Big Woods Bible Church NOTICE OF INJURY	
Organization	Name: _____ Address: _____
Time and Place of Injury	Date of injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of Parents/Guardians (if a minor) _____ Employer: _____ Injuries Sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to Organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____
Full Description of Incident	_____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____
Signature: _____ Date of report: _____	



# Photography & Social Media for Childcare Workers

- Do not take photos of children or students without their permission
  - Do NOT post photos of children or students without their permission and parental permission
- On social media, you are a representative of both Big Woods Bible Church but more importantly of Christ.
  - We encourage all volunteers to exercise wisdom in what they post and comment on
  - Youth Ministry volunteers especially, students do watch what we do online



# Big Wood's Photography & Social Media Policy

- Media images and recordings bring life to and help tell the story of Big Woods Bible Church, enhance the quality of the information we provide to our members and give visitors an idea of what to expect when they attend our church. The church often photographs or records our various ministry activities, events and programs, creating media to use in church-produced materials, including, but not limited to, bulletins, posters, brochures, flyers, newsletters and other printed materials, social media sites and on the church website. Sharing photos and videos of our members is a privilege for us, and we intend to respect and honor it.
- While we reserve the right to photograph and record church events, in an effort to respect your privacy, we will strive to adhere to the following guidelines:
  - We will not knowingly post anything that would be embarrassing, objectionable or hurtful to anyone in a photo or video.
  - We do not identify children or youth by name or any other identifying information in the photos and videos we use in our online and printed publications. If a nametag is visible in a photo, it will be removed with photo editing software.
  - Images of individual minors will not be used to advertise future events without explicit parental consent (a photo release form). (Large-group photos in which individual children cannot be identified are permissible.)
  - We will gladly remove any photo or video upon request from our online sites. If you see a photo that includes you or your child and would like it removed from the site, please call 570-893-8274 or notify the church office via email at [info@bigwoods.org](mailto:info@bigwoods.org).