

Keeping Our Children Safe Program

These policies have been established to provide a safe and secure environment for the youth we serve at Apostles, and to protect our youth workers from unfounded accusations and lawsuits.

1) Two person Apostles Church member supervision policies:

- a. Called, hired, or volunteer youth worker/chaperons are not to be alone with a youth or group of youths, out of the view of others. Times when called and hired members need to be alone with a youth or group of youths (i.e. teachers, homeroom personnel, piano teachers) they are not out of view of others.
- b. All youth activities involving VBS type activities, Sunday School, Pioneers, or the Jr. high & the high school youth group which includes - “The Way”, “The Truth”, are to have a minimum of two member adults present with the youth at all times. The only exception is the transportation to and from the activity.
- c. All church childcare situations are to have a minimum of two member adults present with the youth.
- d. All youth activities beyond the church campus are to have a minimum of two member adults present. The only exception is supervised sport practices in full view of others.
- e. Additional people may help under the supervision of the two-member adults. All who help need to have taken the current “Keeping Our Children Safe Training.”

2) Reporting policies:

- a. All Apostles called, hired, or volunteer youth workers/chaperons will follow all the laws governing the California Child Abuse and Neglect Reporting Law.
- b. All Apostles church members who are called, hired, or volunteer youth workers/chaperons and drivers will annually attend the class “Keeping Our Children Safe” on the reporting procedure for suspected child abuse, and will then sign a form stating that they have read and will comply with policies governing Apostles called, hired, or volunteer youth workers and with California Child Abuse and Neglect reporting procedures.
- c. All Apostles Elementary School member parents/guardians are expected to take the class “Keeping Our Children Safe” so they will know and will abide by these policies.

3) Non Apostles Church member policies (Non-member)

- a. Non-members are invited to help and assist in our church and school activities under the leadership of the two adult Apostles Church members. All who help need to have taken the current “Keeping Our Children Safe” training, and have signed the forms that apply. This follows the guidelines of our insurance company and is not in any way questioning the capabilities, faith or character of anyone.
- b. All Apostles Elementary School non- member parents/guardians are expected to take the class “Keeping Our Children Safe” so they will know and will abide by these policies.
- c. Non-members are never to be alone with a youth (besides their own child) or group of youths, while helping with Apostles church or school.

4) Driving Policies Which Apply to All Drivers (Members and Non-members):

- a. Those who drive for youth activities will take the class “Keeping Our Children Safe” and will sign a form stating that they have read and will comply with policies governing Apostles called, hired, or volunteer youth workers and with California Child Abuse and Neglect reporting procedures.
- b. All drivers must be at least 21 years old and have a valid driver’s license.
- c. All drivers must have at least the minimum car insurance required by law.
- d. All drivers must take the class for “Keeping Our Children Safe” and sign a "Youth Worker Form for Those Who Transport Apostles Youth” each fiscal year, July 1-June 30.
- e. All drivers must be free of alcohol and/or illegal drugs/or prescribed or over the counter medicine, that may impair drivers abilities when transporting Apostles youth.
- f. Any driver convicted of reckless driving, DUI (Driving Under the Influence), or convicted of illegal drugs must discuss the circumstances with an Apostles pastor prior to transporting Apostles youth.
- g. Any driver who has a medical condition and/or is taking medication that may affect driving must discuss the circumstances with an Apostles pastor prior to transporting Apostles youth.
- h. Each passenger must be buckled in his/her own seatbelt, and when required, an age/weight appropriate child restraint seat.
- i. All drivers will follow all traffic laws, including speed limits.
- j. All drivers will follow state laws on use of cell phones and will when not driving, limit cell phone use to essential or emergency purposes.
- k. All drivers will follow the guidelines set up by the church and school, especially those for picking up and dropping off youth at church and school, including never being alone with a non-family child or youth in a car at any time.

APOSTLES CHILD ABUSE REPORTING PROCEDURE

1. We pray that our God will protect our children from abuse and protect our youth workers from unfounded accusations.
2. Mandated reporters (those who are employees of Apostles) are to follow the legal reporting procedure.
3. Volunteers are not mandated reporters, but have the right to report directly to Santa Clara County Social Services Agency, whether in their capacity as a volunteer of Apostles or as a caring neighbor in their community.
4. In situations where a volunteer is concerned about possible abuse, the volunteer may very well want to discuss the issue with a fellow Apostles youth worker as well as with the school principal, if the youth is a student in our elementary school, or with the pastor who has responsibility over the area of youth work in which the youth participates.
5. The school principal and pastors will assist volunteers to assure that the necessary authorities are notified in a timely fashion.
6. We pray that our God will give us wisdom and discernment in all our actions in this area as we share the message of Jesus with our youth.