



WOODLANDS CHURCH

Child Protection Policies & Procedures

Revised July 2022

Table of Contents

Table of Contents	2
Introduction	4
Policy Statement	4
Definitions	4
Principles upon which this Child Protection Policy is Based	5
Revision of Policies and Procedures	5
Safety Practices	5
“Two Approved Worker Rule” and “Rule of Three”	5
Restroom Policies	6
Driving or Transporting Children/Youth	6
Child Protection Policies and Procedures Training	7
Supervision of Children	7
Screening Procedures	8
Approved Adult Worker Screening Policies and Procedures	8
Approved Teen Worker Screening Policies and Procedures	8
Sexual Abuser Prohibition	9
Annual Approved Worker Renewal and Review	9
Four-Years-Older Rule	9
Waiting Period	9
Social Media Check	10
Miscellaneous and Other Policies	10
Document Storage	10
Paid Employee Screening	11
Third Party Safety Practices	11
Guidelines for Safe Ministry	11
“Does Not Look Right”	11
Guidelines for Physical Contact	11
Guidelines for Healthy Behavior Management	12
Dating Relationships	12
Communicating With Minors	12
Reporting Policies and Guidelines	12
Indicators of Abuse	13

Reporting Abuse in Ministry Contexts:	13
Reporting Suspected Abuse outside of Ministry Contexts:	14
Reporting Injuries in Ministry Contexts:	14
Violation of Policies or Procedures	14
Working with Law Enforcement and News Media	15
Permitted Activities – Quick Reference Guide	15
Documents and Forms	17
Approved Worker Application	17
Personal References	21
Release of Background Information	22
Child Protection Policy and Procedures Acknowledgement	23
Approved Worker Renewal Application	24
Reference Response Information	25
Phone Screening Reference Form	26
Mail Screening Reference Form	28
Notice of Injury Reporting Injuries and Illness	29
Notice of Injury Report	30
Appendix A	32
The Definition of Child Abuse from Wisconsin Statute 48.981	32

Introduction

Policy Statement

At Woodlands Church we are committed to providing a safe, secure, and happy environment for children and youth. We are diligent in providing oversight and have a heartfelt conviction that the children and youth who walk through our doors deserve the best.

We believe that the Holy Scriptures declare that children are a heritage from the Lord; and that the Creator has made mankind in His image and sanctified human life with eternal destiny; and our Lord Jesus Christ received little children and clearly taught us that “of such are the Kingdom of Heaven”; and both a severe warning against offending little ones and solemn commandments to protect, nurture, and teach our children are evident throughout God’s Word.

Definitions

ADULT

Any ministry staff member, program director, lay staff member, or volunteer who is 18 years of age or older.

CHILD/YOUTH

For the purposes of this policy, a “child” or “youth” are defined as anyone under the age of 18.

APPROVED ADULT WORKER

An Adult who has completed the Approver Worker Screening Process (see page 7) and has been approved for service at Woodlands Church by either a Pastor or Ministry Leader.

TEMPORARY WORKER

An Adult who has attended Woodlands Church for more than 6-months and has not gone through the screening process.

APPROVED TEEN WORKER

A dependent, of a Woodlands Church attendee, who is 16 years of age or older, who has completed the Approved Teen Worker Screening Process (see Page 8), worked in a supervised Children’s Ministry’s leadership role (e.g. teaching), demonstrated mature adherence to Woodlands Team Values, has been recommended for Approved Teen Worker status by their Kids Supervisor and their parent or guardian, and has successfully completed Kids Leadership Annual Training. Henceforth throughout this policy, the phrase “Approved Worker” will apply to either an Approved Adult Worker or an Approved Teen Worker.

JUNIOR HELPER

A dependent, of a Woodlands Attendee, who is 14 years of age or older and who has completed a Junior Helper Application and Approval Process.

SECURE AREA

A portion of the church in which access is limited to only certain persons during a specific time.

Examples may include the nursery or children’s wing areas on Sunday mornings, in which only vetted volunteers, checked-in children, and parents with pick-up slips are permitted. Youth Groups, Kids Crossing and other ministry events may be considered secure areas.

STAFF

CHILD ABUSE

“Child Abuse” is as defined by Wisconsin State Law (See Appendix A)

CHILD PROTECTION

A broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of Woodlands Church - and individuals associated with Woodlands Church - towards children in their care.

Principles upon which this Child Protection Policy is Based

1. The welfare of a child or young person will always be paramount.
2. The welfare of families will be promoted.
3. Those people in positions of responsibility within Woodlands Church will work in accordance with the interests of children and young people and follow the policies described in the following pages.

Revision of Policies and Procedures

These policies and procedures may be periodically reviewed and updated appropriately. Any such modification will be conveyed to all persons impacted by the modification(s).

Safety Practices

“Two Approved Worker Rule” and “Rule of Three”

Two Approved Worker Rule: The “Two Approved Worker Rule” requires at least two Approved Workers to be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults. The “Two Approved Worker Rule” should be the primary way in which anyone is interacting with children, youth, and vulnerable adults.

Rule of Three: The “Rule of Three” is a limited exemption to the “Two Approved Worker Rule” and requires that at least three individuals - one of which must be an Approved Worker, and the other two individuals must be no younger than the age of 5 - must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.

A “limited exemption” means it is demonstrable that this situation is not expected to extend

beyond two weeks in a regular ministry context. Any overnight event is excluded from this exemption.

Exemptions:

1. **One-on-One Counseling Sessions/Meetings:** These meetings should occur in a public setting, and can only occur with an Approved Worker. These meetings should occur with the explicit knowledge and consent by both the parents/guardian and the ministry leader.
2. **Job Shadowing:** In some instances, an adult will be allowed to job shadow an Approved Adult Worker in a ministry function. This will last no longer than two weeks, and will comply with all requirements of the “Rule of Three.”
3. **Off-Site Events:** At various times on extended offsite events, students may be allowed to be in groups of no less than three (3), without an Approved Worker present. Examples include at hotels, service projects, fundraising events, or camps.

Restroom Policies

When using the restroom during ministry events in unsecured areas, children and vulnerable adults will be accompanied by an Approved Worker to and from the restroom, but will not enter the restroom. If assistance is required, an Approved Worker will assist in the restroom with the door propped open, and a second Approved Worker will be notified that the Approved Worker is entering the restroom with a child.

In a secured area, children are permitted to travel to and from the restroom alone.

Children three (3) years of age and younger (both boys and girls) should be assisted as needed in the restroom by a female Approved Worker, whenever possible.

Females are the preferred care giver for changing of diapers, although males may change diapers. Diapers should be changed in an open setting. Diapers may only be changed by Approved Workers.

Driving or Transporting Children/Youth

1. All drivers must have a valid driver’s license and current automobile insurance.
2. When transporting children/youth to group events, parents are to be informed when they will be leaving, how they will be traveling, when they are expected to arrive at their destination, and when they will return.
3. When an Approved Worker is driving with a child or youth, he or she should never be alone with them.
4. In an emergency, the leader will attempt to call the child’s parents to make them aware of the situation and/or to make specific arrangements for their transportation. When it is not possible to reach parents, a child will be transported by two (2) adults whenever possible.

Child Protection Policies and Procedures Training

All first time Approved Workers will receive training on these child protection policies and procedures prior to starting their volunteer work. Annual training sessions for Approved Workers will be held to review policy and procedure changes.

In addition, annual training will be held for parents and minors in 4th grade and above on policies, procedures, and age-appropriate signs of abuse. For minors, parents will be given at least two-weeks notice of this training.

Supervision of Children

1. At least two (2) Approved Workers, within their stipulated limitations (see Permitted Activities – Quick Reference Guide on page 15), should be present at every function, and in each classroom, vehicle, or other enclosed area, during every child, youth, and disabled ministry program. See “Rule of Three” and other exceptions above. For groups of children, every effort should be made to comply with the number of supervisors (Approved Workers or Junior Helpers) needed to fit the following State of Wisconsin Staff to Child Ratio Standards:

Age of Child	Staff-to-Child Ratio	Maximum Group Size
Birth to 2 years	1 to 4	8
2 years to 2 ½ years	1 to 6	12
2 ½ years to 3	1 to 8	16
3 years	1 to 10	20
4 years	1 to 13	24
5 years	1 to 17	34
6 years and over	1 to 18	36

2. Approved Workers, Approved Teen Workers and Junior Helpers should arrive at least ten (10) minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person.

Screening Procedures

Approved Adult Worker Screening Policies and Procedures

The following procedures are for all Adults applying to be an Approved Worker at Woodlands Church.

1. All applicants must complete the Approved Worker Application (see page 16), provide three references (1. A small group or ministry leader, 2. An employer or work related acquaintance, and 3. A former teacher/professor, or ministry co-worker), be given a copy of this Child Protection Policy to read, and be asked for a background check release.
2. The Approved Worker Application will be carefully reviewed by appropriate ministry staff.
3. The applicant will receive a national and county-level background check through an appropriate agency.
4. At least two of the applicant's references will be contacted, preferably by phone, but by email if necessary. They will be asked a series of questions based on the Reference Response Form (page 24). If deemed appropriate, secondary references may be requested.
5. A Social Media Check will be performed (see page 10).
6. A final interview with the appropriate ministry leader must then be completed. In this intentional interview - in person is preferred, but over the phone is acceptable - the applicant will be asked about their understanding of the Child Protection Policy. In order to gauge whether they've read the policy, they'll be asked about the Two-Adult Rule and the Restroom Policy. If further screening is deemed necessary, the ministry leader will consult with the policy director.
7. All documents will be added to the applicants file, the screening checklist will be signed by the Ministry Leader and the policy director, and records will be retained (see Document storage, page 10).

Approved Teen Worker Screening Policies and Procedures

The following procedures are for all teenagers applying for an Approved Teen Worker position in children or student ministries at Woodlands Church. Any person who may pose a threat to children, youth, or vulnerable adults will be prohibited from working in any ministry involving children, youth, or vulnerable adults.

1. Prior to consideration for a position that involves working with children, youth, at risk adults, or those who are disabled, all teen applicants must
 - a. Be dependent of a Woodlands Church Attendee (their parent should be *at least* Lightly Engaged)
 - b. Be 16 years of age or older,
 - c. Complete an Approved Worker Application (less the references and background checks – see page 16),
 - d. Receive a social media check, and,
 - e. Be given a written recommendation for Approved Teen Worker status by an Approved Worker and by their parent or guardian.

2. After being received, items 1.a-d, above, will be carefully reviewed by ministry leaders.
3. Any information discovered which would indicate that the applicant poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual teen applicant from consideration for the ministry position for which they applied.
4. Note - upon turning 18, an Approved Teen Worker will need to complete a background check and submit references, and once completed will then be considered an Approved Worker.

Sexual Abuser Prohibition

No individual with any evidence of perpetuating sexual abuse or malpractice at any point in their past will be considered for any serving position with minors, and cannot be considered an Approved Worker under any circumstance.

Annual Approved Worker Renewal and Review

All Approved Workers (Adult and Teen) will complete an “Approved Worker Renewal Application” annually (see page 23). This renewal application will indicate if there are any changes in the Approved Worker’s suitability for safe ministry to minors.

In addition, all Approved Adult Workers will be required to re-complete their background check every 3 years.

Should the renewal application show that any Approved Worker has become unsuitable for working with children, youth, or the disabled, they will be immediately removed from their current position and will not be considered for other positions involving working with children, youth, or the disabled.

Four-Years-Older Rule

There should be at least a four-year age difference between leaders and children. Under no circumstances should a volunteer provide any supervisory leadership to anyone less than four years younger. For example, an 18 year old should not lead a 14 year old; a 14 year old should not be a leader for a 10 year old, etc. This applies in any volunteer circumstance.

Waiting Period

No applicant will be considered an Approved Worker for any ministry position involving contact with children, youth, or the disabled until the candidate has been an in-person attendee of Woodlands Church for at least six (6) months. During that period, they should have attended services at least six (6) times. This requirement will provide ministry leaders with more first-hand experience with the prospective volunteer’s gifts and character when determining whether the prospective volunteer is suitable for a particular ministry.

An exception to this rule can only be made if the applicant is being recommended by a ministry leader from another church. When receiving this recommendation, the ministry leader at Woodlands Church will contact the recommending ministry leader to gain more insight and understanding of the applicant. A written copy of the recommendation should be added to the Approved Workers file.

Social Media Check

During Approved Worker and Approved Teen Worker vetting, a social media check should be performed. The staff will search “Instagram [Applicants name],” “Twitter [Applicants name],” and “Facebook [Applicants name],” and review any public pages available.

When reviewing public pages, staff should look for:

1. Friends or followers that appear to be overly sexual or explicit in content.
2. Posts, shares, comments, or activity that demonstrate an illegal approach to sexuality, safety, or alcohol or other drugs.
3. A notable percentage of friends, followers, or similar that appear to be minors or engaged in sexual or alcohol/drug related behavior. This would constitute a “does not look right” situation (see page 11).

Anything notable must be brought to the ministry leader, and the ministry leader will need to provide a record of resolution for approval.

Miscellaneous and Other Policies

Document Storage

When completed, there will be several pieces of information that need to be retained:

1. The Approved Worker Application, including reference information and signed background check form.
2. Any application resolutions made.
3. Two (2) or three (3) reference follow-up forms for an Approved Worker (a minimum of two (2) will be required) and letters of recommendation from a Junior Helper supervisor and a parent or guardian for an Approved Teen Worker.
4. The criminal background check, if 18 years of age or older.
5. Renewal applications for each year of service.

Whether these documents are collected digitally or physically, a physical copy will be securely retained by the church. If forms are digitally signed, a copy of the digital signature trail will be retained. The length of storage will be defined in our records retention policy.

Paid Employee Screening

All persons employed by Woodlands Church, both pastoral and other staff, will undergo the Approved Worker screening and training process, including renewals.

Third Party Safety Practices

If working with a third party to provide ministry support or organization (ie a Missions organization or overnight camp), copies of their Child Protection Policy (or similar) should be evaluated and shared with all involved parents.

If their screening procedures meet minimum standards (an application, background check, references, and child protection training), Woodlands Church may choose to consider their screened workers as Approved Workers for the duration of the trip. If this decision is made, parents of all minors attending the trip should be notified and the reasoning explained.

Guidelines for Safe Ministry

“Does Not Look Right”

As we seek to create and provide a safe environment for all our attendees, volunteers should look for situations or behaviors that ‘do not look right.’ This could be a child appearing to be unreasonably scared of a parent or volunteer,

‘Does Not Look Right’ situations should be reported to the Safety Ministry or to the Ministry Leader.

Guidelines for Physical Contact

These guidelines apply to all physical contact between Approved Workers, Temporary Workers, Teen helpers, and children.

1. Any physical contact between a worker and a child that would provide, or is intended to provide, any form of sexual gratification is strictly prohibited.
Limited physical contact, such as, but is not limited to, a pat on the back or on the head, or a handshake are permissible. Hugs are permissible within sight of others, but a worker must be mindful of a child’s desire not to be hugged. The worker must avoid prolonged hugs and must stop a hug immediately when the child begins to pull away.
2. Approved Workers, Junior Helpers, Volunteers and employees shall not abuse children or youth in the following ways, but are not limited to these items:
 - a. Physical abuse
 - b. Verbal or Mental Abuse
 - c. Sexual Abuse of any kind, including touching and exposure.
3. Approved Workers, Junior Helpers, Volunteers and employees should avoid the appearance of impropriety, such as sitting older children on the lap, kissing, or embracing others, etc.

Guidelines for Healthy Behavior Management

Children who are disruptive should be taken to the other side of the room, or if necessary, into a hallway or other common place. All doors should remain open and at all times both the adult and child should remain in the sight of others. Approved Workers and Approved Teen Workers should explain to the child that a particular behavior is unacceptable.

As a general rule of thumb, never put a child in “time out” for longer than their age (i.e. if the child is three, then the time out shouldn’t be longer than three minutes).

If the disruptive behavior persists, the parents of the child should be contacted and asked to come and sit with the child within that setting the following week, or for as long as necessary until the child can demonstrate self-control. We are committed to working with children to find what they need in order to fully participate but not to the detriment of other children.

Dating Relationships

At no time shall any Approved Worker working with children or youth pursue a dating relationship with any child or youth at Woodlands Church and at no time shall any Approved Teen Worker pursue a relationship with children they are serving.

Communicating With Minors

Woodlands Church desires to promote safety and to create a healthy environment for texting and electronic communication between its youth workers and students. As a result, Woodlands Church has developed the following guidelines:

1. Ministry youth workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other, or with minors involved in ministry activities.
2. Youth workers who become aware of possible child abuse through electronic media must immediately notify a pastor at Woodlands Church.
3. All information, images, or videos shared electronically through public ministry communications channels are not considered confidential.

Reporting Policies and Guidelines

At Woodlands Church, we want to do everything within our power to protect young people from any kind of abuse. If you gain knowledge or information regarding any suspected child abuse as defined in Appendix A (see page 31), whether or not those alleged abuses have taken place within the student's home, school, or church setting, the suspected abuse must be reported in accordance with the following guidelines.

Indicators of Abuse

Child abuse can remain secret for some time – whether it is committed within a ministry setting or outside it. Regardless of where it takes place, many times ministry leaders and workers don't readily detect and respond to incidents of child abuse because they are unaware of the behavioral and emotional signals that accompany abuse. For a greater explanation of what constitutes "child abuse" please see Appendix A (see page 31).

Generally, abuse occurs in three common forms, all of which could be happening at the same time:

Emotional Abuse: Include threats, critical words, demeaning terms or names, depriving a child of any sign of affection, or other similar spoken or unspoken emotional cruelty. It conveys a message that the child is worthless and undeserving of love and care.

Behavioral indicators of emotional abuse include: severe depression, withdrawal from activities, severe lack of self-esteem, threats or attempts of suicide, potential speech or eating disorders, high need for adult approval, or extreme passive/aggressive behavior.

Sexual Abuse: Includes sexual contact between a child and adult (or older, more powerful youth). A sexually abused child also may be physically and psychologically dependent upon the abuser.

Behavioral indicators of sexual abuse include: advanced sexual knowledge or behavior, depression – often crying without reason, promiscuous behavior, withdrawal from activities or running away, walking or sitting difficulties, bruising, bleeding in the genital area, frequent headaches and/or stomachaches, or extreme fatigue.

Physical Abuse: Includes intentional, deliberate behavior that causes bodily harm to a child. Physical abuse can take on several forms including, but not limited to, assault, shaking, kicking, choking, bone fractures – non-accidental injuries, in general.

Behavioral indicators of physical abuse include: hostile, aggressive behaviors towards others, fear of parents and other adults, destructive behavior (self, others, and to property), unexplainable bruises or fractures, burns, or facial injuries, which are often reoccurring.

Given the seriousness of child abuse, leaders should be attentive to indicators within Woodlands Church. We want to create an environment where children feel safe and where abuse of any kind is not tolerated.

Reporting Abuse in Ministry Contexts:

1. If an Approved Worker, Junior Helper, or Volunteer becomes suspicious or aware of any instance of abuse or molestation occurring within any ministry activity, they should inform two individual pastors or ministry leaders on staff.
2. When pastors or staff ministry leaders become aware of possible abuse or molestation occurring within any ministry activity, they will:

- a. Work to inform participant's parents or guardians that possible abuse or molestation has occurred, if safe for the child to do so (ie, the parents are not the suspected abusers).
 - b. Contact Child Protective Services to determine whether or not the reported offense/abuse is reportable to authorities.
 - c. Report the abuse to appropriate authorities, including the police, according to mandatory reporting laws.
 - d. Inform senior leadership at Woodlands Church of the incident.
3. The Approved Worker, Junior Helper, or Volunteer is also encouraged to report their suspicion of abuse to proper legal authorities.

Reporting Suspected Abuse outside of Ministry Contexts:

1. In a similar way, if an Approved Worker, Junior Helper, or Volunteer becomes suspicious or aware that a child or vulnerable adult has experienced any instance of abuse or molestation in any context outside of ministry activities (ie. at home, at school, etc), they should inform a pastor or ministry leader on staff.
2. When pastors or staff ministry leaders become aware of possible abuse or molestation occurring outside of ministry activities, they will:
 - a. Contact Child Protective Services to determine whether or not the reported offense/abuse is reportable to authorities.
 - b. Report the abuse to appropriate authorities, including the police, according to mandatory reporting laws.
 - c. Inform senior leadership at Woodlands Church of the incident.
3. The Approved Worker, Junior Helper, or Volunteer is also encouraged to report their suspicion of abuse to proper legal authorities.

Reporting Injuries in Ministry Contexts:

1. If a child becomes injured, for whatever reason, during a ministry event, care should be provided immediately to whatever extent is necessary. If the injury requires medical attention, parents must be informed as soon as possible.
2. After the injury has been addressed, an Approved Worker who witnessed the incident should fill out an Incident Report Form.
3. The form should be kept by church staff as a record of the incident, and details of the form should be shared with parents (immediately if the injury required contacting parents, or at time of pickup if it did not).

Violation of Policies or Procedures

1. Ministry workers must promptly notify their ministry leaders or pastor when they, or others, violate the procedures mandated by this policy.
2. Ministry leaders or pastors who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In the process of ensuring compliance with this policy, it may become necessary to remove workers from their positions.

Working with Law Enforcement and News Media

1. All ministry leaders, employees, and volunteers of Woodlands Church will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.
2. The leadership of Woodlands Church will seek legal counsel as soon as possible after we receive notice of possible abuse or molestation within Woodlands Church. Advice from legal counsel will be the basis for our response to the allegations.
3. One individual – a member of the Woodlands Church Pastoral staff or attorney will be the designated spokesperson to handle all inquiries from the news media. Our spokesperson will be the only person to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of individuals involved.
4. In the event of an allegation or investigation into an injury, abuse, or molestation, you will be asked not to speak to any media outlets or individuals outside of Woodlands Church to share any opinions or personal insights you may have regarding the situation.

Permitted Activities – Quick Reference Guide

Role	Definition	Functional permission and uses				
		2-Adult rule	Rule of Three	Staff-to-Child ratio	Change Diapers	Restrooms
Approved Worker	Fully vetted (Completed approved application, references, and background check) adult Woodlands attendee	Satisfies as AW	Satisfies as AW	Satisfies as a Staff	Female AW's preferred, Male AW's in open setting	Female AW's preferred, Male AW's permitted
Volunteers	Woodlands Attendee for more than 6 months and 18 years of age and older	Does not satisfy	Satisfies, but not as an AW	Satisfies as a Staff	Permitted in open setting under supervision of AW's, females preferred	Not Permitted
Approved Teen Worker	Dependent, of a Woodlands Attendee, who is 16 years of age or older, who has completed an approved AW application, worked in a supervised KidMin's leadership role (e.g. teaching), demonstrated mature adherence to Woodlands Team Values, has been recommended for Approved Teen Worker status by their KidMin Supervisor and their parent or guardian, and has successfully completed KidMin Leadership Annual Training.	Satisfies as ATW for children 12 years old and younger	Satisfies as ATW for children 12 years old and younger	Satisfies as a Staff	Female ATW's preferred, Male ATW's in open setting	Female ATW's preferred, Male ATW's permitted
Junior Helpers	Dependent, of a Woodlands Attendee, who is 14 years of age or older, who has completed a Junior Application	Does not satisfy	Satisfies, but not as an AW	Satisfies as a Staff	TH 16 and older only, Female TH's	Female TH's permitted only

					preferred, Male TH's in open setting	
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Spiritual Background:

Do you regularly attend our Worship Services? **Yes** **No**
If yes, since when: Month _____ Year _____

Are you actively involved in Woodlands' small group ministry? **Yes** **No**
If yes, since when: Month _____ Year _____

Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you? **Yes** **No**

Tell us about your spiritual journey to date (attach additional sheet, if necessary):

What led you to volunteer for a position at Woodlands Church?

Church History:

List name and location (city, state) of other church(es) you have attended regularly during the past five (5) years:

List all previous church work involving children/youth (list each church's name and location, type of work performed and dates) (attach additional sheet, if necessary):

List all previous non-church work involving children/youth (list each organization's name and location, type of work performed and dates). Use additional sheet, if necessary:

Personal History

Are you... Single Married Widowed Divorced Separated

Do you have children of your own? Yes No

Have you ever been arrested, convicted of, or pleaded guilty or no contest to any criminal offense of any kind? Yes No

If yes, please explain:

Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing or molesting any child/youth? Yes No

If yes, please explain:

Do you have a history of any contagious disease, health issue or emotional illness that would currently place students or other workers or you at risk? Yes No

If yes, please explain:

Are you aware of any traits or tendencies you possess that could pose any threat to children, youth, or adults with disabilities? Yes No

If yes, please explain:

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? Yes No

If yes, please explain:

If there has been alcohol abuse, drug abuse, physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues may create for you, both now and in the future?

Is there any circumstance or pattern in your life that would make it inappropriate for you to serve with students, or would compromise the integrity of Woodlands Church? Yes No

If yes, please explain:

Employment History:

Present Employer: _____ Supervisor: _____

Position(s) held: _____ Full-Time Part-Time

Employment dates: Starting: ____ / ____ / ____

I recognize that Woodlands Church is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I agree to abide by all policies and procedures of Woodlands Church, and to protect the health and safety of the children/youth at all times.

Printed Name: _____

Signature: _____ Date: _____

Personal References

Please select people we can contact who have observed you working with children or youth. We prefer *relatives and Woodlands Student Ministry staff members* not be used as references.

1. *Small Group or Ministry Leader*

Name: _____ Nature of Association: _____

Occupation: _____ Length of Time Known: _____

Address (include city, state & zip): _____ Email

Address (if applicable): _____

Home Phone: (____) _____ Work Phone: (____) _____

2. *Employer, Work-Related Acquaintance, Former Teacher or Ministry Co-Worker*

Name: _____ Nature of Association: _____

Occupation: _____ Length of Time Known: _____

Address (include city, state & zip): _____ Email

Address (if applicable): _____ Home

Phone: (____) _____ Work Phone: (____) _____

3. *Social Friend or Neighbor*

Name: _____ Nature of Association: _____

Occupation: _____ Length of Time Known: _____

Address (include city, state & zip): _____ Email

Address (if applicable): _____

Home Phone: (____) _____ Work Phone: (____) _____

Release of Background Information

In connection with my application for volunteer service with **WOODLANDS CHURCH**, I authorize **WOODLANDS CHURCH** and, or its agent, to solicit background information relative to my criminal record history. I understand that **WOODLANDS CHURCH** may conduct inquiries into my background that may include criminal records, motor vehicle records, personal references and other public record reports pertaining to me. When requested by an employer, motor vehicle records or a driving history may be obtained.

I authorize without any reservation, any person, agency, or other entity contacted by WOODLANDS CHURCH or its agent, for purposes of obtaining background report information, to furnish the above-mentioned information.

I release **WOODLANDS CHURCH**, their respective employees or its agent and employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

Requested by: 423298 PLEASE PRINT INFORMATION BELOW

FULL LEGALNAME _____ DOB _____

OTHER NAMES USED _____ SS _____

DRIVERS LIC # _____ STATE ISSUED _____

Please note: if your address is a rural route, or post office box, we must have City & County mail was delivered

Current Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

Previous Address _____ City _____ Co. _____ St. _____
Zip _____ How long at this address? (Months/Years) _____

SIGNATURE _____ **DATE** _____

Child Protection Policy and Procedures Acknowledgement

I have read and understand the Woodlands Church Child Protection Policy and Procedures.

If I have questions regarding the content or interpretation of this Child Protection Policy, I will ask the Executive Director of Operations or a pastor of Woodlands Church.

NAME (PRINT) _____

DATE _____

EMPLOYEE/VOLUNTEER

SIGNATURE _____

Approved Worker Renewal Application

This application is to be completed by all Approve Workers for any position involving nursery, children, or youth ministry at Woodlands Church. This application is being used to help the church provide a safe and secure environment for all who participate in our programs. If you have questions, please call the church office at 715-341-0800.

Select the ministry that you are renewing: Nursery Children's Youth

Name: _____

If updating, please provide new address or contact information:

_____ In

which children/youth program(s) are you currently involved? _____

Please answer yes or no to the following questions:

Have you ever been arrested, convicted of, or pleaded guilty or no contest to any criminal offense of any kind? Yes No

Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing or molesting any child/youth? Yes No

Do you have a history of any health issues or emotional illness that would currently place students or other workers or you at risk? Yes No

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? Yes No

Is there any circumstance or pattern in your life that would make it inappropriate for you to serve with students, or would compromise the integrity of Woodlands Church? Yes No

I recognize that Woodlands Church is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I agree to abide by all policies and procedures of Woodlands Church, and to protect the health and safety of the children/youth at all times.

Printed Name: _____

Signature: _____ Date: _____

Reference Response Information

Each Applicant will be asked to provide three persons that can be contacted to provide references for their character and trustworthiness; of the three references provided Woodlands Church will contact at least two.

References provided must fit one of each of the following categories.

1. Small group or ministry leader; preferably from Woodlands Church; however ministries from outside the church will also be accepted.
2. Employer or work related acquaintance, or a former teacher/professor, or ministry co-worker.
3. Social friend or neighbor.

There are two options regarding gathering References from Applicants.

1. Using the "Phone Screening Reference Form", where an employee of Woodlands Church will call references provided by the applicant and ask questions which rate the applicant on a variety of different areas on a scale ranging from "Excellent" to "Poor".
2. If the contact cannot be reached by phone, a "Mail Screening Reference Form" will be either emailed or mailed to the reference. The reference will be asked to fill out the form and return the document directly to Woodlands Church, not the applicant. If mailing a paper copy to the reference; please enclose with the form an addressed return envelope so the reference can quickly and easily return it to Woodlands Church.

When completed (and if necessary, returned) the reference form should be attached to the applicant's application and background check for storage.

Phone Screening Reference Form

Reference Name: _____

Reference Phone Number: _____

Relationship with Applicant: _____

Date and Time of Phone Call: _____

Applicants Name: _____

Position Applied For: Nursery Children's Youth

Your name has been given to us as a reference for the above named individual. Kindly give us your estimate of the individual in terms of character, personality, personal data, etc. Our desire is to provide an atmosphere of excellence, warmth, and safety that enables our children and youth to learn and experience the love of Christ as represented by our ministry team. Your reply will be kept in strict confidence.

How long have you known the applicant?

How well do you know the applicant? ____ Casually ____ Fairly Well ____ Close Relationship ***Please***

give your estimate of the individual's fitness in each of the items below.

Character:

____ Excellent ____ Good ____ Fair ____ Poor ____ Don't Know

Personality (**Courtesy and Consideration of Others**):

____ Excellent ____ Good ____ Fair ____ Poor ____ Don't Know

Personality (**Judgment and Common Sense**):

____ Excellent ____ Good ____ Fair ____ Poor ____ Don't Know

Personal Data (**Warmth and Love for Children/Students**):

____ Excellent ____ Good ____ Fair ____ Poor ____ Don't Know

Personal Data (**Taking Initiative**):

____ Excellent ____ Good ____ Fair ____ Poor ____ Don't Know

Would you have this applicant working with and caring for your children or spending time with your teen? ____ Yes ____ No

If no, please explain:

To what degree would you recommend this applicant?

____ Enthusiastically, Without Reservation ____ Recommend
____ Recommend, but with some reservation ____ Not Recommend

Other Comments:

Office Use Only:

Reference Done By: _____

Date Completed: _____

Review File

Mail Screening Reference Form

Woodlands Church
190 Hoover Ave
Plover, WI 54467

To Whom It May Concern:

You have been listed as a reference by **{Insert Applicants First and Last Name}**, who has expressed an interest in working with Woodlands Church's Children or Youth Ministries. In order for Woodlands to properly evaluate the qualifications of this candidate, we would like you to kindly give us your estimate of the individual. Our desire is to provide an atmosphere of excellence, warmth, and safety that enables our children and youth to learn and experience the love of Christ as represented by our ministry team. Your reply will be kept in strict confidence.

Once completed, please return this form directly to Woodlands Church, not to the applicant.

We thank you, and appreciate your assistance in this regard. If you have questions, please call the church office at 715-341-0800.

How long have you known the above individual? _____ In

what capacity have you come to know the individual? (i.e. coworker, neighbor, friend, etc.)

Would you have this applicant working with and caring for your children or spending time with your teen? Yes No

If no, please explain:

What concerns, if any, would you have in allowing this individual to work with children or youth?

Are you aware of anything in this candidate's background, personality, or behavior that could in any way pose a threat to children or youth? Yes No

If no, please explain:

Additional Comments or Explanations (attach additional sheet, if necessary):

Name (Please Print): _____

Signature _____ Date _____

Notice of Injury Reporting Injuries and Illness

If any child, youth, volunteer, or staff member is injured during a Woodlands Church sponsored event, either at the church's location or offsite, a "Notice of Injury Report" must be filled out at the time of the injury and submitted within 24 hours of the injury taking place to the Church Office.

It is very important this form be completed and detailed of the injury and the incident itself be documented for insurance purposes.

1. Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable substitute (who has been approved as a volunteer worker through the above screening process) must be used to take the place of workers who are ill; or small groups of children and/or youth may be combined in order to maintain the "Two Adult Rule" or "Rule of Three" as long as the group of children (under the age of 6) does not exceed the State of Wisconsin's guidelines for adult-to-child ratios.
3. Participants should be returned to their parent or guardian as soon as an illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
4. Reasonable steps should be taken to avoid contact by anyone with bodily fluids of any kind.
5. Any coordinator/supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to an injured person.
6. Persons who have received an injury which is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor's injury when they pick up the injured person.
7. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured person should be immediately notified, along with the worker's coordinator/supervisor. An ambulance should also be immediately called if warranted by the injury.
8. Any volunteer, ministry leader, or pastor who becomes aware of an injury will notify a ministry leader immediately and the below form should be filled out and submitted to the church office

Notice of Injury Report

Organization Information

Name of Ministry: _____

Time and Place of Injury

Date and Time of Injury: _____

Where did the injury occur? _____

Person Injured

Name: _____ Age: _____

Address (include city, state, zip): _____

Telephone Number: _____

*If under the age of 18 this should be the address and phone number of parent/guardian

Name of Parents/Guardians (if a minor): _____

Employer (if over the age of 18): _____

Injuries Sustained: _____

Where was the injured taken? (hospital/doctor): _____

Relationship to the organization: ___ Member ___ Visitor ___ Volunteer ___ Employee ___
Student/Camper ___ Other (Explain: _____)

If the injury occurred on Woodlands Church property, what was purpose was the injured on the premises? _____

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

If the injury happened elsewhere, what connection did it have with Woodlands Church's operations or activities? _____

Does the Injured Party have Personal Medical Insurance? ___ Yes ___ No

If yes, please provide the name of the Medical Insurance Company: _____

Full Description of the Injury:

Witnesses Information:

Name: _____

Address (include city, state, and zip) _____

Telephone Number: _____

Type: _____ Home _____ Cell/Mobile _____ Work

Name: _____

Address (include city, state, and zip) _____

Telephone Number: _____

Type: _____ Home _____ Cell/Mobile _____ Work

Name (Please Print): _____

Signature: _____ Date: _____

Appendix A

The Definition of Child Abuse from Wisconsin Statute 48.981

The following definition of “child abuse” corresponds with the definition provided by the Wisconsin Child Abuse Laws, Wisconsin State Statute 48.891. We have adapted the following definition of child abuse from that provided in 48.981(1) replacing references to other statutory provisions with brief summaries of those provisions to make this definition more understandable to church staff, members, and workers.

1. Physical injury inflicted on a child by other than accidental means. “Physical injuries” includes but is not limited to, lacerations, fractured bones, internal injuries, severe or frequent bruising, or great bodily harm (see Wisconsin Statute Annotated 48.9819(1)(e)).
2. Sexual intercourse or sexual contact with a child (see Wisconsin Statute Annotated 940.225, 948.2, and 948.025).
3. Employing, using, persuading, inducing, enticing, or coercing any child to engage in sexually explicit conduct. (see Wisconsin Statute Annotated 948.05)
4. Photographing, filming, videotaping, recording the sounds of, or displaying in any way sexually explicit conduct (see Wisconsin Statute Annotated 948.05).
5. Producing, performing in, profiting from, promoting, importing into the state, reproducing, advertising, selling, distribution, or possessing with intent to see or distribute, any recording or reproduction of a child engaging in sexually explicit conduct (see Wisconsin Statute Annotated 948.05).
6. Knowingly permitting, allowing, or encouraging a child to engage in prostitution or sexually explicit conduct (see Wisconsin Statute Annotated 944.30).
7. Emotional damage. “Emotional damage” is defined by law as harm to a child’s psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or outward aggressive behavior, or a combination of those behaviors, and for which the child’s parent, guardian, or legal custodian has failed to obtain treatment necessary to remedy the harm. “Emotional damage” may be demonstrated by the substantial and observable change in behavior, emotional response or cognition that is not within the normal range for the child’s age and stage of development (see Wisconsin statute Annotated 48.981(1)).
8. Causing (by use or threat of force or violence) a child to view sexually explicit conduct (see Wisconsin State Statute Annotated 948.055).