



NextGen

 **STUDENTS** 

 **KIDS**



SAFETY & SECURITY POLICY MANUAL

East 91st Street Christian Church
Safety & Security Policy Manual



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INTRODUCTION

It is our desire to ensure E91 is a safe and secure place for our children to learn and know God's love. This manual is provided to ensure, to the extent possible, that our children are protected while in our care. This manual was created by a group of E91 staff, volunteers, and parents. While many of the policies may seem overly stringent, it is our sincerely belief that they are appropriate and necessary. For any questions regarding the following policies and procedures, please contact the E91 NextGen Pastor. A complete list of E91 staff can be found on the E91 website at [www.east91.org /Resources/ Staff and Leadership](http://www.east91.org/Resources/StaffandLeadership)

1.1 INTENDED USE

This document serves as a safety and security policy for e91 staff and volunteers, in regard to interaction with any e91 child, infant through senior high school students While not all policies apply to all ages, it is important for our E91 staff and volunteers to understand the policies and procedures for all age groups. While this manual is not intended for the parents, it is important that all parents also acknowledge and understand the safety and security guidelines

1.2 CONSEQUENCES FOR NON COMPLIANCE

Failure to comply with these policies will result in disciplinary action. All compliance failures will be documented by the NextGen Pastor team. Disciplinary action could include verbal warning, written warning, volunteer status revocation, staff termination, and legal action. There is zero tolerance for any willful disregard of policies or procedures in this manual.



2.1 VOLUNTEER PROCEDURES

Get Initial Contact

Place name on your own google form

Place name on form – Volunteers in Progress.

Call within 3 days of initial contact

Encourage full time commitments

Move capable people into leadership positions to strengthen the structure/ministry as a whole

Pipeline –

1. Set up personal interview and complete the necessary form
2. After assessing giftedness, ask to complete the back ground form by sending them the appropriate link
3. Complete reference checks and ensure background check is in good standing
4. Invite to visit a classroom or potential place of service
5. Debrief their visit and if desired, set them up in a mentoring relationship with someone who has done the role for some time
6. After a few weeks (dependant upon the role), have them start service and encourage them to find an apprentice.

All Volunteers are required to check in at the computer kiosk when they serve. They will have a COLORED shirt identifying them as a NextGen volunteer. All guests must be with a NextGen volunteer at all times.

2.2 CRITERIA FOR A MINOR VOLUNTEER

We encourage serving at any age. For minor volunteers, we encourage serving in their own environment (helping serve in their own class or student area). Leaders will work with the minor and their parents to help them find the best place to serve. As children get older, they may want to serve outside of their own environment (classroom or youth area). In this case, the following policies are to be followed: All minor volunteers must be in 6th grade or older to serve without a parent, and they must be a minimum of 4 years older than the age group they are serving.

3.1 CHECK-IN CHECK OUT PROCEDURE

Each week every family attending receives a nametag for the child and a claim tag for the parent at one of our check-in kiosks. This process will produce an adhesive nametag for the child with their name, class, and hour attending. (elementary ages only) and a random security ID number. Parents will receive a nametag with matching security ID number, which must be presented and matched to the numbers on the child's nametag at dismissal.

- Parents will walk their child to the classroom where they will be greeted by the classroom volunteer team and join the learning activities available.

- When a parent picks up their child, the parent's claim tag MUST be matched with the child's tag.

- Parents of children age 1 and younger will receive two name tags.

One to place on the child and one for the diaper bag. - 2 tags for 1+ under

take child's nametag off after they leave room.

3.1.1 LOST CLAIMS

Never release children to someone who doesn't have proper authorization

A child may NOT be released to anyone who does not present the matching security badge. In the case of a lost security badge, NextGen staff/volunteer will request a photo ID and write the following information on the attendance sheet beside the name of the child being released:

1. Full name of adult that appears on the photo ID
2. Identification number and expiration date that appears on the photo ID
3. Volunteer's initials indicating who released the child

Any hesitation still, call for help.

3.1.2 PAGING A PARENT

In cases of an emergency or illness the security ID number for a child can be displayed on the screens in the worship service in the sanctuary.

To activate this option, radio NextGen staff. NextGen Staff will take this information to the welcome desk and give them the number of the tag. The welcome desk volunteers will take the information to the tech team located upstairs in the tech booth in the sanctuary. They will display the number on the screen in the sanctuary for 5 minutes. It is important to let the welcome desk volunteers know when the parent has responded by radioing NextGen staff person.

3.1.3 VISITOR/GRANDPARENT REGISTRATION OR VISIT

Visitors must register children at a kiosk prior to entering NextGen care. Visiting children are temporarily registered in the same manner as regular attenders and are given a nametag for the child with a matching claim tag for the parents. Visiting children will be introduced at their classroom to NextGen greeters.

3.1.4 UNIDENTIFIED INDIVIDUALS

All NextGen volunteers should be aware of their surroundings at all times. Any unidentified suspicious individual wandering around the NextGen area should be questioned and their presence should be reported to the NextGen staff to radio the security team.

Custody Issues:

For the child's safety, parents involved in any type of domestic violence, domestic dispute or custody dispute and/or those who have court orders or temporary protection orders that do not allow another parent or another adult to come in contact with a child should report this to the NextGen Pastor. This will be noted on the bottom of the child's nametag.

Families must submit a copy of a court order to E91's Security Team member and the NextGen staff. Paperwork must be submitted for custody issues to be known and accepted.

If an unauthorized person arrives to claim a child, radio NextGen Pastor or Operations Directly immediately and page/text the the authorized parent to return to the classroom. Keep child in classroom and unauthorized adult outside the room.

The NextGen Pastor/Operations Director will contact security and both will come to the classroom where Security will lead the authorized person away from the area and contact the police if necessary.

3.2 ADULT TO CHILD RATIOS

Programs that involve children must always include adequate supervisory personnel. We have established room capacities and adult to child ratios that are designed to best offer the safest and most secure environment possible.

Adult: Child ratio

Infants 1:2

Crawlers 1:2-3

Ones 1:3-4

Twos 1:4-5

Threes 1:5-6

Fours 1:6-7

PK 1:8-9

K 1:9-10

Elementary (1st through 5th grade) ratios must not exceed 15:1

There are no ratio maximums for grades 6-12.

(**Please Note: There is a 2 person rule at all times. Please refer to section 3.3).

*Assigned
certain group
to certain area?*



3.2.1 MAXIMUM CAPACITY

When a classroom maximum has been reached, the Team Shepherd /Coach/or Staff Person will place a "class full" sign on the door and inform the Welcome team and Next Generation Pastor Team Lead. The Welcome Team and Greeters have been trained and have the authority, to turn parents and children away when any volunteer- to-child ratio is deemed unsafe.

3.3 VOLUNTEER/ADULT ACCOUNTABILITY

3.3.1 ACCOUNTABILITY: 2 PERSON RULE

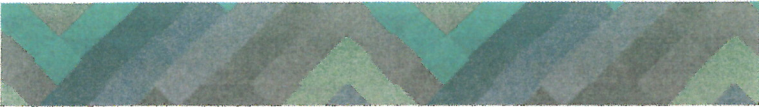
Building relationship with children/students is the most important task of Staff Leader and Volunteer Leader. Always make sure there is accountability in your setting. Never be alone with a child/student in a setting (in a room within E91, or outside of E91) where others are not there for accountability/witness.

Sunday School and Youth Group Rooms at E91:

- Classes for children must be held in rooms that have windows or half doors to allow for visibility into the room. If the room is not set up this way, then the doorway must remain open. This includes counseling in any staff office.
- NextGen will always use the "two-volunteers" rule to open a room.
- Volunteers are NEVER to be alone with a child or children for any reason.
- One adult (18 years of age or older) and two minor volunteers may also open a room.
- If the adult volunteers are married to each other a 3rd volunteer must be present.

Small groups: From Middle School through High School, we encourage small groups to do activities outside of regular small group time. These activities could include movies, camping or beach trips, etc. We ask that you contact the Student Pastor with your activity idea and he/she can help you plan successfully. Two adult volunteers **MUST BE PRESENT** at all times.

If a small group is meeting at any location outside of E91, there **MUST** be another Volunteer Leaders with you or other students.



If you are a Small Group Leader and your small group meets at a host home, it is the Group Leaders responsibility to ensure that the host home knows that a student must never be alone with an adult at the home.

Large groups: In Middle School through High School, Staff and Volunteer Leaders may accompany large groups of students on retreats, concerts, or other large group activities. Staff or Volunteer Leaders must never be alone with a student

3.3.2 RESTROOM PROTOCOL (1ST-6TH GRADE)

Adults should never accompany first through sixth graders into the restroom. If a child needs assistance, there must be two adults present to comply with the Two-Person Rule.

3.3.3 APPROPRIATE AND INAPPROPRIATE TOUCH

Physical contact with children should be minimal. Staff and Volunteer Leaders must never touch a student, unless the touch is defined as an “appropriate” touch. The basic difference between appropriate touch and inappropriate touch is the motive behind the touch.

APPROPRIATE TOUCH is non-demanding and gentle. It includes the shoulders, hands, arms, head, and back. Allowing a child to sit on one leg, high fives, a pat on the head and brief one-armed hugs are fine.

INAPPROPRIATE TOUCH includes demanding any type of touch. It also includes kissing, touching the chest, stomach, waist, genital region, upper legs and buttocks. Sitting a child in the center of your lap or between your legs is considered inappropriate touch. If a child initiates sitting in the middle of your lap, simply move them to one leg.

- Never strike, pull, grab, or use any type of force when physically contacting a student.

- Never initiate a hug with a student. If a student initiates a hug, you may receive it with a side-hug.

BE AWARE: Always watch for kids who, through their temperament or background, do not respond well to touch (such as a child with sensory integration issues). For these children, touch can be scary or threatening. They may relate your actions to a negative past experience or it simply may not be their language of love.

3.3.4 TECHNOLOGY AND SOCIAL MEDIA

Remember everything you put on your phone, computer, or social network page can potentially be viewed by the world. Make sure your words, media, and choices honor God. The following practices must be followed as they apply to technology (email and cell phones) and social media (Facebook, Instagram, Snapchat, Twitter, or any other social application not mentioned here). Group texts and Social media are a great way to stay connected with your student group. Consider creating a group message, group social media account, or email distribution.



3.3.5 OVERNIGHTS

Overnight events are encouraged, especially for retreats and E91 sanctioned trips. Overnight event sleeping arrangements for males and females must be in separate areas with at least one adult supervisor for every 8 children/students. If the facility does not have separate rooms available, then the adults must sleep in the middle of a single room with girls on one side and boys on the other.

- All chaperones and supervisors must have documented references and a background check on file in advance of the event.
- Volunteer Leaders must not share beds with students or share a room with only one student.
- There must be 2 adults/volunteers in every room, and no adult may be alone with any child/student.

3.3.6 TRANSPORTATION

When transportation of students is necessary, parents will be informed of who the driver is, the type of transportation being used and will be required to provide a signed permission slip in order for the child to be transported. It is expected that drivers will enforce the seat belt laws. All seatbelts must be worn.

East 91st Street Christian Church's insurance policy will not cover private vehicles, so you will never be expected to drive a student in your personal car. Rental vehicles may be provided for Volunteer Leaders to use for NextGen related trips/retreats/events. The decision to drive students in your personal car is serious. If you choose to drive students in your personal vehicle, you must follow the policies below:

1. Never be alone in the car with a student
2. When agreeing to drive a student
 - Parent permission is required in advance
 - Parent is notified when leaving/arriving

3.3.7 NON-CONFIDENTIALITY POLICY

In NextGen Ministries, conversations with students are treated with great wisdom and love. A student may ask you to promise to keep what they are going to tell you confidential. **DON'T** make a promise you can't keep. Let students know that you love them and will have to make that decision based on what they tell you. Encourage the students to trust you; however you will follow all state reporting laws, act on student choices that are harmful, and use wisdom, care and love for the student when discerning your response. If in doubt, please contact the NextGen Pastor or Student Pastor to discuss options.

4.1 SICKNESS

All children/students must be fever free for 24 hours before entering a classroom or student area. If a child appears ill, or you feel they may have a fever, please contact the area Leader for assistance.

4.2 FOOD AND SNACKS IN THE CLASSROOM

We maintain a nut-free environment in the Nursery and Early Childhood Area. We do not offer snacks that contain peanuts/tree nuts or that have been processed on machinery that also processed peanuts/tree nuts. Snacks include pretzels for 2's and older, and Cheerios for 1's and younger.

4.2.1 ALLERGIES

For elementary age children, snacks may occasionally be served. Parents are expected to notify staff and volunteers of any child/student allergies or food restrictions.

4.3 UNIVERSAL PRECAUTIONS

FOLLOW UNIVERSAL PRECAUTIONS by wearing vinyl gloves, available in the first aid kit in each classroom and in all diaper changing areas for handling any body fluid i.e., bloody nose, bleeding cut, vomit, urine, or feces. If blood or bodily fluid is exposed, please contact facilities immediately by radio. They will insure universal precautions are taken and will provide clean up.

4.4 ACCIDENT REPORTING

There are first aid kits located throughout the facility. Staff and Volunteers should be aware of these locations in your area. In the case of a minor injury, please locate the first aid kit, and assist the child/student. After any accident, please complete the Accident Reporting Form (4.4.1)


4.4.1 ACCIDENT REPORTING FORMS

Accident Reporting Forms are available at your check in desk. Please use these to document any accident involving a child or adult. This form must provide the following information:

- First and Last name of injured person
- Time and date of accident
- Names of persons involved in care for the injured party
- Statement of care given. A copy of this form must be given to the parents when the child is dismissed. The remaining copies should be turned into the team leader the same day as the accident.

Feeding for babies or if they bring snacks?

Gloves!



Typically an injury can be treated with a little loving attention, a cool cloth and a Band-Aid. Please treat the child and complete the Accident form. Please talk to the parents upon their arrival, letting them know what happened and how it was treated.

4.4.2 MEDICAL PERSONNEL - Radio!

When a serious injury or illness occurs (e.g. broken bones, convulsions, fainting, or severe bleeding) please contact security. The security team will contact the Medical personnel who are available at all times during the Sunday morning services.

4.5 SPECIAL NEEDS SERVICES

Special Needs Services are available at a variety of levels, including services for students in classrooms, services for students in specialty classes, and a deaf ministry. While we want to serve families in every way, we realize we must be adequately prepared to meet the needs of our special friends. To do so, parents are encouraged to contact our Special Needs at extension 2351 prior to any classroom involvement. Classroom staff will be given specific instructions for best assisting the special needs kids in their classrooms.

5.1 CLASSROOM MANAGEMENT

BE SURE GOD IS IN CLASSROOM MANAGEMENT

Pray and rely on Holy Scriptures. God desires success for each child. He wants adults to turn all things over to Him. We must let the Word influence us with love and joy for children.

- Pray over each class session at the beginning of the class. Ask for wisdom with special needs children.
- Allow your co-workers to pray with you and to pray for you. The scriptures are full of illustrations of individuals who were used by the Lord to bring about changes in people or nations. "Commit to the LORD whatever you do, and your plans will succeed." Proverbs 16:3

CHECK YOUR OWN LEVEL OF ANXIETY AND TENSENESS.

- Be a good listener and observer. Talk less; listen more.
- Identify what is important and emphasize it. Forget the rest.
- Maintain a sense of humor. Most behaviors will be temporary.



5.2 GENERAL DISCIPLINE APPROACH AND POLICIES

Discipline is sometimes required in order to maintain an environment that fosters learning in a fun and exciting way. The 1-2-3 rule should be implemented in all classrooms:

STEP 1. Volunteer verbal warning – the volunteer in the room should correct the behavior and warn the child about what happens if it continues (they may receive a time out (step 2), or their parent may be called (step 3).

STEP 2. A time out or age –appropriate redirection is given to the child by the volunteer. Contact the area leader to assist.

STEP 3. Parent involvement – Radio NextGen staff member with details of situation and child security number so parent can be contacted. NextGen volunteer stays with child until staff member and parent arrive to work through the situation. Involvement of Security team will be at the discretion of the NextGen Pastor Team Leader.

5.3 BITING

If any child exhibits persistent biting behavior while in NextGen, his parents will be asked to remove the child from the activities until such behavior ceases. Complete an accident report. Communicate any biting to NextGen leaders and Staff members and rely on them to communicate this to the parents.

5.4 WEAPONS

No weapons of any kind are allowed in NextGen, including pocketknives. NextGen volunteers have permission to take these things away on sight, as well as remove any other potentially dangerous items from a child. If a child brings a weapon of any kind into the classroom please notify security immediately. This will also be reported to the Next Generation Pastor Team Leader and Operations Director.

6.1 STANDARD EMERGENCY PROCEDURE

In the event of an emergency evacuation due to fire or lockdown, remember the word EVAC.

Evacuation Route: Follow the posted evacuation route near the exit door of your room.

Verify: Count how many children you have in your room as you are exiting

Attendance Sheets: Write the number of children you counted on your room's attendance sheet and take the sheet with you.

Count & Confirm: Once you are in your secure place, count your children again and confirm the presence of each child on your attendance sheet. Be prepared to share information with leadership who will check in with you.



Classroom/Welcome Desk Volunteers

1. Bring ID
2. Bring first aid kits.
3. Bring attendance roster with completed information.

It is important for parents not to return to the area to find their child. It is requested that parents evacuate the building through the exit nearest the room they are in when the alarm sounds and then meet the children outside the building. Please remain calm as this procedure may be upsetting to children and parents. In order for E91 to know and report that everyone got out of the building safely, no child should be released until all steps have been taken.

Security Team members will be taking the lead in the evacuation process. E91 Security team is fully trained to take control of any emergency situations so that you can focus your undivided attention on the kids. Kids may only be released to parents once Security gives approval.

6.2 LOST CHILD

When a child is feared missing, the following initial steps should be taken:

1. Take a head count of children in the room.
2. Check nametags.
3. Check logical places a child might hide in and around room (i.e., behind doors, in restroom, in hallway, in closets, etc.)
4. Stay in room – do not search outside of classroom except for hallway just outside of room.



When child is determined to be missing:

1. Immediately radio Security Team and NextGen Pastor Team Leader. If NextGen Pastor Team Leader is not available contact the Operations Director. Please be sure to give you room number, your name and the name and description of the missing child.
2. Stay with your students in your classroom.

6.3 FIRE - EVACUATE

In case of emergency requiring evacuation of the building, the fire alarm will sound. All persons must evacuate the building immediately. All persons must follow Standard Emergency Procedures Prerequisites.

1. Children will be led by their classroom teachers following the procedure received during volunteer training (please refer to section 2.3).

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2. Predetermined classroom leaders will take charge.
 3. Direct children to follow the leaders from the building by way of the designated evacuation route.
 4. Direct another adult to be certain all children are in line.
 5. Bring attendance roster.
 6. Close door of the room.
 7. Proceed to the designated safe place, as far from building as possible.
 8. Count all children and check against roster.
 9. Immediately notify leadership if a child is missing.
 10. Keep children together in designated area until all clear is given, further instructions are given by leadership, or until parent or other authorized adult signs child out.
 11. Child may be released only to parent or other adult who produces required security tag or identification, once security team has given the approval.
 12. In the event of a false alarm, children will return to classroom with their teachers in an orderly manner.
 13. Account for all children upon return to classroom.



6.4 TORNADO - SHELTER IN PLACE

In case of severe weather the weather radio will sound an alarm. Ministry leadership or security will radio classrooms to alert teaching staff and volunteers to proceed to the basement following the posted tornado evacuation plan. All persons must follow the posted tornado evacuation plan in their area. Children will be led by their classroom teachers, using procedure received during volunteer training (please refer to section 2.3).

1. Predetermined classroom leaders will take charge.
2. Direct children to follow the leaders proceeding to the designated safe place by way of the posted tornado evacuation route.
3. Direct another adult to make certain all children are in line.
4. Bring attendance roster
5. Proceed to the designated safe place.
6. Count all children and check against the roster.
7. Immediately notify leadership if a child is missing.
8. Keep children together in designated area until all clear is given, leadership gives further instructions, or until parent or other authorized adult signs the child out, once approval is given from the Security team.
9. Child may be released only to parent or other authorized adult who produces required security tag or identification. No one should leave the building until the storm is no longer a threat.
10. When the storm has passed, children will return to class with their teachers in an orderly manner.
11. Account for all children upon return to classroom.



6.5 INTRUDER - SHELTER IN PLACE

All persons should follow the Standard Emergency Procedures (6.1). In case of intruder emergency, all persons should seek immediate cover by remaining in or moving to a closeable room. Staff will try to move the children to safety, either in a room inside behind locked doors or quickly taken outside the building. Please close all blinds on windows.

6.6 EARTHQUAKE - SHELTER IN PLACE

Earthquakes generally occur without warning. Seismologists can identify areas where earthquakes are most likely to occur, but cannot yet predict the exact time and place.

1. During the shaking the classroom leaders will keep calm and will not leave the location. All children in their care will be immediately accounted for. Staff will insure the safety of children during, and after, the earthquake.
2. If indoors - stay there.
3. Children will be directed to take cover under desks, tables or other heavy furniture.
4. If furniture for shelter is not available in the area, the children will be moved to the hallways. Staff and adult volunteers and children will stay away from windows, unsecured bookcases, or other heavy items that could fall.
5. If outdoors - stay in the open.
6. Staff and adult volunteers will move the children away from the building as a group into an open area, and away from utility poles or overhead wires.
7. Staff and adult volunteers will insure they and the children do not come in contact with downed utility poles and overhead wires.

After the shaking stops, staff and adult volunteers will move children that are in the building to an open area outside the building. Any staff or volunteers and children outside the building will not re-enter the building.

1. The classroom leaders in charge will verify that all of the children in their care are accounted for.
2. Any children requiring medical attention will be identified and emergency medical services contacted. (minor scrapes will be handled with first aid by staff or classroom leaders.



7 REPORTING CHILD ABUSE

A child abuse policy is in place. If a volunteer suspects an abuse situation, they must contact the appropriate staff supervisor immediately. Please make yourself familiar with the following information before initiating the policy at the end of this section.

7.1 DEFINITIONS

Definitions, typologies, and clues of child abuse and neglect are defined by “The National Committee for Prevention of Child Abuse.”

PHYSICAL ABUSE: Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

EMOTIONAL: A pattern of behavior that attacks a child’s emotional development and sense of self worth, such as constant criticizing, belittling, insulting, manipulation, providing no love, support or guidance.

SEXUAL ABUSE: The sexual exploitation of a child by an older person as in rape, incest, pornography or exhibitionism. It may be done for sexual gratification of the older person, a need for power or for economic reasons.

NEGLECT: The failure to provide a child with basic needs including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

7.2 THE INDIANA LAW

Under Indiana law any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a “mandated reporter.”

INDIANA CHILD ABUSE AND NEGLECT HOTLINE: 1-800-800-5556

The Indiana Department of Child Services (DCS) will use the following criteria when evaluating a Preliminary Report of Alleged Child Abuse or Neglect (CA/N) (SF 114/CW0310) to determine if the allegations meet the statutory definition for CA/N:

1. The alleged victim is under the age of 18.
2. The alleged perpetrator’s relationship to the alleged victim is that of parent, guardian or custodian (See Related Information)
3. The allegations would cause a reasonable person to believe that CA/N has occurred (See “Allegations” below).



Indiana Law includes the following Child in Need of Services (CHINS) definitions as the basis for child CA/N. [REVISED] January 2014

This list is intended to be used by an intake worker/supervisor as a parameter to determine whether a reporter's allegations would seem to indicate that CA/N has occurred:

CHINS 1: The child's physical or mental condition is seriously impaired or seriously endangered as a result of the parent, guardian, or custodian being unable, refusing, or neglecting to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

CHINS 2: The child's physical or mental condition is seriously impaired or seriously endangered due to an injury as a result of the parent, guardian, or custodian's act or omission, or there is evidence that illegal manufacturing of a drug or controlled substance is occurring on property where a child resides.

CHINS 3: The child is a victim of certain sex offenses or is living in a household with a victim of certain sex offenses or an adult who has been charged with a sex crime.

Indiana Code (IC) 31—6—4—3 (a) sections (1) to (5).

7.3 PROCEDURE

Immediately report the suspected abuse to the NextGen Staff member. Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional. Do not discuss the suspected abuse with the other volunteers, parents, etc. All information regarding the child should be kept confidential with the NextGen staff, Next Generation Pastor Team Leader, and proper authorities. A suspected Child Abuse Report (E91 incident report) must be completed by the person who suspects it. After suspected child abuse has been reported, proper steps will be taken to report the suspected abuse to the designated reporting agency and documentation will be completed for the specific situation.

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