



Cable Road Alliance Children's Ministry  
Health Information Form

2264 N. Cable Rd. Lima, OH 45807

Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
          First                                Middle                                Last

Date of birth \_\_\_\_\_ Age: \_\_\_\_\_ Current School Grade: \_\_\_\_\_

Address \_\_\_\_\_  
          Street                                City                                State                                Zip

Father's name \_\_\_\_\_ Home # \_\_\_\_\_ Cell# \_\_\_\_\_

Mother's name \_\_\_\_\_ Home # \_\_\_\_\_ Cell# \_\_\_\_\_

Emergency Contact if parents are not available \_\_\_\_\_  
  name  number  relationship

List persons authorized to pick up your child/children \_\_\_\_\_  
\_\_\_\_\_

Does your child have allergies?

Nuts \_\_\_\_\_ Dairy products \_\_\_\_\_ Bee Stings \_\_\_\_\_ Hay/Straw \_\_\_\_\_

Drugs \_\_\_\_\_ Other \_\_\_\_\_

Does your child have any life threatening allergies? \_\_\_\_\_ if yes, please list and explain what steps should be followed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child need to carry any medication with them? \_\_\_\_\_ If yes, please explain what it is and how/when/by whom it is to be administered. \_\_\_\_\_  
\_\_\_\_\_

Has your child ever had:

Seizures \_\_\_\_\_ Diabetes \_\_\_\_\_ Asthma \_\_\_\_\_ Celiac disease \_\_\_\_\_

Does your child use an inhaler? \_\_\_\_\_

Other? \_\_\_\_\_

Does your child have any physical, emotional, mental, or behavioral concerns or limitation that our staff should be aware of? \_\_\_\_\_  
\_\_\_\_\_

## **Cable Road Alliance Church – Medical Emergency Plan**

In case of medical emergency:

Immediately dial 911 (from “landline” phone if possible) and give the following information:

- Name, location, and phone number
- Number of people involved
- Nature of injury or illness

An individual shall be designated to wait at the outside doors to direct responding EMS personnel. Another individual shall be designated to bring the AED to any medical emergency involving loss of consciousness.

Church members/attendees may be present who have been trained to handle medical emergencies. Trained individuals should immediately identify themselves as such to any personnel responding to the incident. Depending on their level of training, their responsibilities may include:

- Providing “first responder” service until EMS personnel arrive
- Conducting a primary assessment of the situation and reporting their findings to the responding EMS personnel
- Providing medical assistance and support until EMS personnel arrive
- Remaining “in charge” of a medical emergency situation until EMS help arrives

While waiting for professional help, **do not** move the ill or injured person. When professional help arrives, the responding EMS unit will be allowed to take control of the situation. The responding church members will stand by to assist the EMS personnel as needed. If the emergency involves a child, the parent/guardian should be notified as soon as possible.

Minor injuries may be treated from supplies contained in first aid kits. There are a total of three kits, located in the Family Life Center kitchen, the Fellowship Hall kitchen, and the usher’s closet (also includes glucose monitor). The church office staff is responsible for maintaining these kits. In addition to first aid supplies, the kits will contain blank incident reports and first aid kit supply usage forms. Ministry leaders shall report all injuries or illnesses to the appropriate ministry director. Ministry directors shall ensure that an incident report is completed and turned in to the church office for any medical incident that occurs on church property or during a church sponsored event. A supply usage form will be turned in whenever supplies are used from one of the first aid kits.

If assistance is rendered to a party and there is the possibility of contact with blood/bodily fluids, those rendering assistance are asked to wear appropriate protective equipment (gloves, artificial resp. mask, etc.) which is available in the emergency supply kits.

CPR/first Aid training is encouraged and recommended for all church leaders, especially those involved in pre-school, child, and youth activities.

## **Cable Road Alliance Church – Missing Child Protocol**

1. If a church staff/volunteer ministry leader cannot locate a child from their group, they should first consult with other available ministry leaders before deeming the child to be “missing.”
2. Once a child is deemed to be “missing,” a formal search should be instituted, beginning from the location where the child was last seen. All other ministry leaders will be notified of the situation. Other adults or children present should be asked for any relevant information, if appropriate. All other children should be secured in their rooms with at least one ministry leader until the search is complete.

The search should be organized and coordinated by the ministry director, or his/her designate. The search should involve all interior areas of the church as well as the outside grounds. A ministry leader should be posted at each exit and should monitor for the missing child, as well as make every effort to prevent exit from or entrance to the building while the search is in place. If necessary, a car can be used to block access into or out of the parking lot during the search.

3. If the child is not located after 15 minutes, the police will be called (dial 911) and the child’s parent/guardian will be notified by the ministry director, or his/her designate. The missing child’s youth leader should compile a description of the child with any available photos. Church staff and volunteer leaders will make every effort to cooperate with and assist the police in the search effort.
4. A written report of the incident will be created by the ministry director and securely filed in the church office. A follow-up meeting will take place with all involved ministry leaders and responsible church leadership to discuss and evaluate the handling of the incident.

**PHOTOGRAPHY CONSENT FORM / RELEASE**

I, (print name) \_\_\_\_\_, hereby grant permission to Cable Road Alliance Church representatives, to take and use: photographs and/or digital images of me for use in news releases and/or educational materials. These materials might include printed or electronic publications, Web sites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions shall be the property of Cable Road Alliance Church.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of adult subject)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

**RELEASE FOR MINOR CHILDREN (Under 18)**

I, (print name) \_\_\_\_\_, parent or official guardian of (child's name) \_\_\_\_\_ hereby grant permission to Cable Road Alliance Church representatives, to take and use: photographs and/or digital images of **my child** for use in news releases and/or educational materials as follows: printed publications or materials, electronic publications, or Web sites. I agree that my child's name and identity: may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions and shall be the property of Cable Road Alliance Church.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

# CABLE ROAD ALLIANCE CHURCH POLICY FOR PREVENTION OF CHILD ABUSE

December 1998

updated February 2013

We believe that it is the spiritual, moral and legal responsibility of the Church leaders of Cable Road Alliance Church to provide a safe and secure ministry environment for students at every age, parents, and volunteer workers. This responsibility includes recruiting and training volunteers, providing proper supervision, maintaining a safe facility and caring for the specific needs of students. If legal advice or other expert assistance is required, the services of a competent professional will be sought.

Cable Road Alliance Church represents Jesus Christ and must demonstrate and model His love, concern and holiness of life to everyone. Therefore, these guidelines are set forth to provide a safe and nurturing environment in which we can bring students to the Savior. We are partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of the guidelines are designed to protect both student and volunteer and to promote spiritual growth, building and equipping disciples at every age level.

We have the responsibility to do everything possible to safeguard against child abuse. Abuse is defined as a non accidental physical or mental injury or mistreatment caused by the acts or omissions of the child's parents or caretakers. There are three main categories of abuse: physical, emotional or sexual.

- 1) Physical abuse means non accidental injury of the child.
- 2) Emotional abuse means chronic attitudes or acts that are likely to produce long-term serious emotional disorders.
- 3) Sexual abuse means sexual exploitation of a child, consensual or not, for the sexual gratification of the perpetrator or a third party.

There is also the abuse of neglect. Neglect means the failure of those responsible for the care of a child to meet the physical and emotional needs of the child to an extent that the child's health, development or safety is endangered. The 2 types of neglect are physical and emotional.

- 1) Physical neglect is the failure to meet the basic requirements for supervision, housing, clothing, medical attention and nutrition.
- 2) Emotional neglect means failure to provide the praise, love, nurturing and security essential to the psychological and social development of a child.

Care must be taken in our church as the above defined abuse issues can also apply to instances between adults and people with disabilities. Those serving in positions as spiritual/ministerial leaders may be especially vulnerable due to the position of power vested them.

## RECRUITING

All volunteers are recruited by a pastoral staff member or ministry leader. All volunteers are regular attendees in good standing and adhere to the mission and values of Cable Road Alliance Church. Before consideration of service is given to a new volunteer, a 6 month record of attendance will be of record before they begin working with children, youth or adults.

No one who has been convicted of child abuse in the past is put in a position involving direct contact

with children and youth.

All volunteers meet with a ministry leader to be assessed regarding their ministry interests, personal spiritual walk with the Lord, experience, strengths and weaknesses and general information about themselves and their family. This is also an opportunity for potential volunteers to ask any questions they may have.

Once all paperwork has been completed and approved, the key ministry leader will provide training and informational meetings for the specific area of ministry the volunteer will be involved in. After a volunteer begins serving, the ministry leader may observe them in ministry and will meet with them on an ongoing basis.

We are using the Attached Volunteer Personnel Form for those volunteering with children and youth. These forms will be kept in a secure location. Any willful misrepresentation or fraud in the completion of the Volunteer Personnel Form is grounds for immediate dismissal.

## TRAINING

There are initial training meetings between the volunteer and ministry leader concerning policies, child safety, classroom procedures, etc.

We have at least one training meeting annually with each area of ministry. These are to refresh and update on such issues as church and classroom procedures and policies, appropriate classroom discipline, escape procedures for fire, tornado, etc., medical emergencies/accidents and basic classroom teaching methods and and helps. Periodically opportunities for teachers may include basic CPR/first aid training, evangelism, discipleship, disability training etc.

## CLASSROOM PROCEDURES

1. Only children in the specified classroom age level are permitted to be in the classroom. Younger or older children may be present with parent permission and ministry leader approval.
2. All teachers must be 18 years of age or older and helpers may assist beginning at 4<sup>th</sup> grade level with parent permission and ministry leader approval.
3. Only scheduled teachers and helpers are to be in the classroom. Friends of helpers are not to stay in the classroom.
4. Every classroom is to have two teachers or a teacher and a helper present.
5. We uphold an open door policy. Parents are welcome to visit the classroom at any time to observe. Pastoral staff and ministry leaders may visit at any time.
6. If a teacher or helper does not show up, the ministry leader should be notified so a substitute may be found immediately.

## GENERAL POLICIES & GUIDELINES

1. All children are to be registered for each class they attend. These cards contain basic information such as: name, address, home and cell phone numbers, parent or guardian name,

- birthdate, any medical conditions, allergies, etc.
2. Well being policies will be posted in classrooms and parents will be encouraged to keep sick children out of the classrooms.
  3. As a general guideline, teachers and helpers do not give or apply medication. There may be instances when written consent is given and ministry leaders or volunteers may give medication during day trips or youth overnights/outings.
  4. First aid kits are located in the Usher's Closet, Christian Education Resource Room, Nursery, Awana game tub and both Kitchens.
  5. Disposable gloves are accessible in all first aid kits for taking care of cuts, vomiting, bloody noses, etc.
  6. Emergency accident forms are required to be filled out when any first aid is given i.e. band aid, ice, etc. Details and who was contacted for any falls, bumps, etc. for each incident are to be documented. Forms are available from the CE Resource Room or the office. Completed forms are returned to the specific ministry leader. Each leader will then give the form to the office for secure filing.
  7. Parents/guardians are contacted concerning any first aid given or any falls, accidents, bumps, etc.

## FIELD TRIPS AND OVERNIGHT EVENT

A permission form signed by the student's parent/guardian is required for participation in any field trip or overnight event. Any student that shows for an event/ outing without the completed form will not be able to participate with the group. A phone call is not acceptable for verbal consent and no one else may sign for the student other than a parent or legal guardian.

## DISCIPLINE POLICY

Our desire to provide a healthy environment for learning begins with volunteers being trained to understand the use of consistent and caring discipline measures with children. A hands off approach along with preventive care and corrective action will allow volunteers to be able to handle discipline in a godly manner. Implementation of the 5 "R"s can serve as the guide for classroom discipline.

1. Reward good behavior- ie. praise and positive affirmation
2. Remind the student of proper classroom behavior- the teacher is the one to set the tone for the class and to remind kids of good manners- ie. kindness to one another, follow instructions, pay attention and listen, talk one at a time and keeping hands and feet to yourself.
3. Redirect the child- move the child to a different situation or area with possible separation when child is having difficulty behaving.
4. Remove the child from the group- a "time-out" situation when explanation is given to the child away from the other children. Time is given for the child to regain composure and then asked to rejoin the group.
5. Return the child to a parent/guardian – this will take place when all 4 steps above have been tried and no behavior change is noted. Parents and child will be reassured that they may rejoin the class another time. Teacher will notify ministry leader in charge of area.

## CONCLUSION

At Cable Road Alliance Church, we use “Safe Place” as a general handbook for guidelines and policies in regard to providing a safe and secure environment for all the students, parents, teachers and helpers.

We will continue to implement additional procedures and safeguards to encourage a safe and secure environment. As we implement additional procedures for recruiting, etc. we will update our CPP with the District Office.



## **Cable Road Alliance Church – Shelter-in-Place Plan**

Shelter-in-place procedures shall be instituted when external hazards exist which prevent safe exit from the church building. These hazards may include: severe weather risk, civil unrest, airborne contaminants, or other physical hazards.

1. Shelter-in-place procedures will be instituted by the church leadership as deemed appropriate. This decision is usually made in conjunction with local Law Enforcement, Fire/EMS Agencies, or Emergency Management Agencies.
2. Designated individuals will be posted at all doors to prevent occupants from leaving the building.
3. In situations where the outdoor emergency siren is sounding, shelter-in-place procedures will be instituted until it has been determined that the situation is clear.
4. In situations where the physical structure of the church is at risk, i.e. severe storms, tornado, earthquake, all occupants will be moved to the most structurally sound part of the building. These areas have been determined to be:
  - a. Basement of sanctuary
  - b. Central hallway and restrooms in office wing
  - c. Hallway/restroom area near Fellowship Hall
5. In situations involving outside airborne contaminants, all HVAC air systems will be turned off as soon as possible. HVAC shut-offs will be clearly marked and key leadership individuals should receive training in the shut-down process.
6. A supply of bottled water and food/snacks should be kept on hand and made available in the case of a prolonged shelter-in-place situation. A battery operated radio and flashlights/fresh batteries will be kept in the office area for situations involving power outage.