

NEWTOWN ROAD CHILD & STUDENT POLICY AND PROCEDURES MANUAL



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NEWTOWN ROAD CHILD & STUDENT POLICY AND PROCEDURES MANUAL

I. PURPOSE

- A. To help The Church at Newtown Road provide a caring, safe and secure environment for children and students in all possible venues of church life; and to protect teachers should allegations of abuse or child endangerment be made.
- B. To help Newtown Road reduce its legal risk and liability exposure.

II. BIBLICAL FOUNDATION

The Church at Newtown Road seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them. -Mark 13-16

And whoso shall receive one such little child in my name receives me. But who so shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of these. - Matthew 18:5-7

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers and leaders minister appropriately to their needs.

III. CHILD ABUSE PREVENTION POLICY

The Church at Newtown Road DESIRES TO BE A SAFE PLACE FOR ALL CHILDREN, STUDENTS AND ADULTS WHO ATTEND ANY ACTIVITY OR CLASS. Individuals who children know and trust sometimes victimize them. The church is not immune to such abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries.

Although no organization or individual can assure complete protection, this Child Abuse Prevention Policy and Procedures Manual reflects The Church at Newtown Road's commitment to help to protect children from harm. This manual applies to all volunteer and compensated workers of The Church at Newtown Road.

The Church at Newtown Road will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about Children's/Student's safety in this society, but also your willingness to take steps towards halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in church-sponsored activities with children are required to comply with guidelines provided in this manual.

IV. DEFINITIONS

In this manual the following definitions apply:

- A. **Adult**- Any person 18 years or older
- B. **Child or Student**- Any person under the age of 18 years
- C. **Child Abuse**- Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The law typically uses the following definitions and explanations in determining whether abuse of a child has occurred.
 - 1. **Physical Abuse**- A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing wounds.
 - 2. **Physical Neglect**- The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate food, and malnutrition.
 - 3. **Sexual Abuse**- Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, exposure to pornography, voyeurism).
 - 4. **Medical Neglect**- refusal or failure by a caretaker to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays.
 - 5. **Mental Abuse/Neglect**- A pattern of acts or omissions by the caretaker that result in harm to a child's psychological or emotional health or development.
 - 6. **Bizarre Discipline**- Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.

- D. **Compensated Worker**- Hourly, salaried, part-time or full-time employee who works with children at any church-sponsored activity.
- E. **Volunteer Worker**- Any non-compensated individual who works with children at any church-sponsored activity.
- F. **Caregiver**- Any compensated or volunteer worker in any church-sponsored event, activity, or regular venue.
- G. **Mandated Reporter**- Any person with the responsibility for the care of children is a mandated reporter. New York State law states that if a care giver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Pastoral Staff.
- H. **Corporal Punishment**- Any punishment applied to the body but not limited to slapping, spanking, pinching, pulling, or squeezing.

V. REDUCING THE RISK OF CHILD ABUSE

In an effort to create the safest possible environment within The Church at Newtown Road, several abuse prevention measures will be used. These measures include screening of paid and volunteer workers. Criminal background checks for all compensated workers for past child abuse convictions. Provision for regular training on child abuse issues to paid and volunteer staff members, use of the two adult rule, standards for appropriate classroom discipline and open classrooms.

A. SIX-MONTH RULE

Volunteer workers must have been members of The Church at Newtown Road for at least six months prior to the time they begin serving with children. There is, however, an exception to this six-month guideline. If a volunteer worker is pursuing church membership and:

1. Has served in a ministry with children for at least six months in the church he or she attended or in a Christian ministry prior to coming to The Church at Newtown Road
2. Can provide a reference from the staff person with whom they worked at that church or ministry. Then they may be considered for service prior to the six months of regular attendance at The Church at Newtown Road.
3. Is chosen by the pastoral staff as interns for summer ministry.

B. SCREENING

The following procedures reflect The Church at Newtown Road's commitment to provide protective care for all children and workers who participate in church sponsored Children's/Student's ministries:

1. All compensated staff of The Church at Newtown Road and all volunteers who work in the Children's/Student's ministry must complete the following procedures before participating in church sponsored children's or student's activities.
 - a. Complete a standard application disclosure form; References will be checked

- b. Participate in an interview upon request of staff person responsible for that area of ministry
 - c. Attend orientation/training activities appropriate to the level of involvement
 - d. Sign a written acknowledgement stating they have received and reviewed a copy of the Child Abuse Prevention and Policy and Procedure Manual of Newtown Road.
2. No adult members of The Church at Newtown Road, whether volunteer or paid workers, who have been charged or convicted of a violent or sexual crime will provide services in any church-sponsored activity or program for children or students.
3. Employees of The Church at Newtown Road may be subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings. Volunteers may be checked on the discretion of the Ministry Directors.
4. Applications and the results of any screening will be kept confidential by authorized church staff.

C. TWO-ADULT RULE

Teachers, leaders and adult volunteers will be assigned in teams of two or more per church nursery, Sunday school class, junior church class, and youth meeting. Concerted efforts will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching. Other church-sponsored groups of children, whether they meet at the church or elsewhere, must have two or more adult sponsors present. When a church-sponsored outside activity involving children has both male and female participants, both male and female adult sponsors must also be present. All counseling must be done in a public place with at least two adults present. No child should be alone with an adult in any circumstances.

D. CLASSROOM DISCIPLINE

All teachers and workers will use the following discipline measures: if a child or student is behaving inappropriately, the teacher or worker will tell the child or student specifically what he/she is doing that is not acceptable and state what the expected behavior is. If this measure is not effective, the child/student's parents will be called and asked to remove the individual from their ministry venue. No corporal discipline or verbal abuse is to be used by any children's ministry workers. If removal of the child from the room becomes necessary, the situation will be recorded on an incident form and discussed with the child's parents or guardian.

E. OPEN CLASSROOMS

Classrooms or childcare rooms may be visited without prior notice by church staff, or other properly screened volunteer church workers. The Safety and Security personnel, along with the Children's Ministry Director and the Sunday School Administrator, will conduct brief observations of childcare rooms of children during Sunday school and other meeting hours.

F. GIFTS

No staff, either paid or volunteer, is to give personal gifts to individual children or young people without prior knowledge of the parent or guardian. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion. Teachers and leaders should not use gifts as rewards for behavior, scripture memorization, attendance or any reward activity.

G. OVERNIGHT TRIPS

Situations where staff members are taking children or students away from the church campus for long periods of time or for overnight outings are to be carefully planned. Only known or proven staff or ministry leaders will be permitted to sponsor/chaperone the trips. New staff or volunteers may be used as additional sponsors but shall not be left alone with the children or young people in a situation where there are no additional staff or leaders to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing. On an outing where members of the opposite sex are both in attendance, at least two male and female chaperones must also be present.

VI. AGE SPECIFIC GUIDELINES FOR WORKING WITH CHILDREN'S MINISTRIES

A. INFANT/TODDLER NURSERY

1. A minimum of two adult caregivers must be present in each nursery regardless of how few children are in attendance. A ratio of one adult for every three children must be adhered to for the Infant nursery and one adult to every four for the Toddler nursery. Workers must sign in at the beginning of their shifts.
2. For the protection of the children, a tag and pager system is used in the Nursery. Matching tags that display identical numbers for parent pagers are used. For each session, one pager is given to the parent or guardian per child and the matching tag is placed on the child. The parent or guardian must present the pager when he/she picks up the child.
3. The windows of the nursery will remain uncovered to allow a clear view of all activities.
4. Children will be released to parents at the nursery counter. Persons other than the child's parent or guardian must have the appropriate pager. No one under the age of 13 may pick up a child from the nursery even if they have a pager.
5. Though parents are allowed to visit the nursery upon approval of the ministry worker, visiting parents must sign in on the Visitors Log and will be issued a Guest name tag to identify them as non-official workers. Visiting parents are not considered official workers in the nursery and thus do not count toward requirements of ratio and the two-adult rule unless they are screened and signed in.
6. Corporal punishment is never allowed.
7. Anyone helping in an infant nursery under the age of eighteen should never be left alone with the children. An adult teacher/leader is always required to be present along with another screened qualified adult.

B. PRESCHOOL THROUGH KINDERGARTEN

1. A minimum of two adult caregivers must be present with each group of children regardless of how few children are in attendance.
2. For the protection of the children, a tag and pager system is used in ministry venues for this age group. Matching tags that display identical numbers for parent pagers are used. For each session, one pager is given to the parent or guardian per child and the matching tag is placed on the child. The parent or guardian must present the pager when he/she picks up the child.
3. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
4. Workers will never take children to the bathroom. Workers must contact parent or guardian to assist the child in the bathroom.
5. Children will be released to parents at the classroom door. Persons other than the child's parent or guardian must have the appropriate pager. No one under the age of 13 may pick up a child in the nursery or kindergarten.
6. Though parents are allowed to visit the nursery upon approval of ministry worker, visiting parents must sign in on the visitors' log and will be issued a Guest name tag to identify them as non-official workers. Visiting parents are not considered official workers in the nursery and thus do not count toward requirements of ratio and the two-adult rule unless they are screened and signed in.
7. A positive approach to discipline will be practiced. Clear, consistent, age appropriate limits will be established to help the children function appropriately. Corporal discipline is never allowed.
8. The Children's Ministry Director must approve all activities (see Approved Activities in section IX). Parental permission will be secured for all activities and there will be a minimum of two adults present. All activities of children, on or off the church campus, must be scheduled on the official church calendar (for more information regarding activities see Activity or Outing Policies and Procedures).
9. Anyone helping in a children's ministry under the age of eighteen should never be left alone with the children. An adult teacher/leader is always required to be present along with another screened qualified adult.

C. FIRST THROUGH SIXTH GRADES

1. A minimum of two adult caregivers must be present with each group of children regardless of how few children are in attendance.
2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classrooms activities.
3. Children will be responsible to take care of their own bathroom needs.
4. A positive approach to discipline will be practiced. Clear, consistent, age appropriate limits will be established to help the children function appropriately. Corporal discipline is never allowed.

5. The Children's Ministry Director must approve all activities. Parental permission will be secured for all activities and there will be a minimum of two adults present. All activities of children, on or off the church campus, must be scheduled on the official church calendar (for more information regarding activities see Activity or Outing Policies and Procedures).
6. Counseling of a child or youth must be done by a teacher (leader) in a public area where both youth and teacher (leader) are visible by others; or at least two teachers (leaders) are present.
7. Anyone helping in a children's ministry under the age of eighteen should never be left alone with the children. An adult teacher/leader is always required to be present along with another screened qualified adult.

VII. REPORTING CHILD ABUSE

If The Church at Newtown Road receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Newtown Road personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Newtown Road takes them seriously and will take appropriate action.

When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the church, the observer or both. The Church at Newtown Road has determined that it is the responsibility of the program staff and volunteers to report all cases of suspected child abuse to the Executive Pastor and Children's or Student Ministry Directors. The Executive Pastor has the responsibility of reporting suspected child abuse to the proper authorities or agencies. While the confidentiality of the pastor/parishioner relationship is very important, reporting reasonable suspicion of child abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a child, that person or others.

WHAT IS REASONABLE SUSPICION?

Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse.

A report based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of the child.

Because we believe children are our most important concern, The Church at Newtown Road has adopted the following guidelines for reporting:

- A. Treat each allegation of child abuse seriously.
- B. Attempt to assure the safety and protection of persons who have been or might be harmed.

- C. Pray for the church and all persons affected by the allegation.
- D. Immediately begin documenting all procedures observed in handling the allegation.
- E. Immediately notify the Executive Pastor or Director over your ministry. He will also notify the parents if it is not known that they have previous knowledge of the allegations.
- F. The pastor shall notify the church's insurance company. As appropriate, the pastor shall immediately notify the church's insurance carrier of the possibility of a claim. If the abuse allegation does not implicate the church itself, a church staff member or church volunteer, this step may be omitted.
- G. The pastor will notify the New York Social Services when they have reasonable cause to suspect child abuse.
- H. If the accused is assigned duties within the life of the church, that person must be temporarily relieved of his/her duties until the official investigation is concluded.
- I. The pastor should extend whatever care and resources necessary. In providing care to the principles (alleged victim and the accused) and their families, the pastor or church leader should, under no circumstances, be drawn into a discussion of the truth or falsity of the allegation which could compromise an official investigation. Do not assign blame or take any steps that involve establishing or negating the allegation. Do not counsel or interview either the accused or alleged victim.
- J. It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
- K. Observe confidentiality for both the alleged victim and the accused.
- L. Do not confront/interview the accused until such time that the proper authorities have been notified and the interview process has begun. Then the Pastors will act as a secondary support and not an arbiter of the situation.
- M. Do not prejudge the situation, but take the allegations seriously and reach out to the alleged victim and his or her family showing care and support to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim is the first priority.
- N. Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is complete.
- O. If the media or other parties contact a church official about pending allegation of child abuse, they should be referred to the Executive Pastor. Only the pastor or his designee should make comments about the allegations. The Executive Pastor will use the text of preferred public statement to answer the press and convey news to the congregation. The prepared statement shall be made only after consultation with the church's attorney and will include the steps the church has taken to protect children, such as the development and implementation of this manual, and the care and concern the church has for all parties involved. The privacy and confidentiality of all involved shall continue to be of primary concern.

VIII. ILLNESS & ACCIDENT POLICIES & PROCEDURES

These recommendations were taken from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics.

- A. For the protection of all children, any child who appears ill cannot be accepted into the Sunday School, Children's Church, Special Activities and/or Mid-Week Clubs.

Signs of illness:

- Fever of 101 $\frac{1}{4}$ within the previous 24 hours.
 - Vomiting and/or diarrhea -symptom free for 24 hours.
 - Any symptoms of the usual childhood diseases.
 - Common cold -free of all symptoms (i.e., sneezing, coughing or nasal discharge that is not clear).
 - Sore throat.
 - Unexplained rash.
 - Any skin infection, pink eye and other eye infections.
- B. Children who become ill while being cared for during a church service or church activity will be isolated and the parents will be contacted to pick up the child immediately.
- C. Teachers and children's workers will not give medication to children. There is one exception to this rule: children who attend overnight activities (i.e., weekend camping trips or a lock-in) can have medications given to them by a children's worker, provided special written permission is given to do so by the child's parent or guardian.
- D. Any injury must be reported to the Children's or Student Ministry Leader of that ministry who will determine if an Accident Report needs to be filled out. Incident reports should be filled out if any treatment is given (i.e. Cold packs, band-aids). The Children's Ministry Leader will report the injury and/or incident to the parent or guardian. The Ministry leader will show the Accident Report to the parent or guardian who will sign and receive a copy of the accident report. The original signed Accident Report will then be turned into the Children's or Student Ministry Director who will submit the information to the church's insurance company if deemed necessary and permanently file the report. Accident reports are available in the appendix of this manual.

IX. CHURCH SPONSORED ACTIVITY

A. WHAT IS AN ACTIVITY?

An activity is any event where children are involved that is not in a regular venue or classroom setting. This includes but is not limited to parties, special trips, concerts, concert practices, camping trips, hiking trips, fishing trips, other outdoor events and ministry events. Such events will be hereafter referred to as activities. All activities are subject to the ratio requirements. There must be an adult leader/chaperone for every 6 children or Students for any activity.

Remember: You must always have at least two adults for an activity as per the "Two Adult Policy" (see section V.C. of this Manual).

B. HOW DO I PLAN AN ACTIVITY? HOW DO I GET AN ACTIVITY APPROVED?

Step 1: Establish a purpose for your activity. What do you hope to accomplish by hosting this activity? How does this activity add to or accomplish the purpose and objectives of your ministry (i.e. Sunday school, Newtown Kids, Kids Club, Student Ministries)? Include a narrative of what will be happening on your activity.

Step 2: Prepare a written cost analysis. How much will your proposed activity cost? Do you have enough money in your budget to do this activity? Will the proposed activity be subsidized by ticket sales or the like? (See Sample Activity Planning form in Appendix)

Step 3: Prepare an Activity Release Form. An Activity Release Form is the form that you will hand out to the parents. An Activity Release Form must include the following:

- a. What you will be doing on the activity? This includes a detailed list of what will be happening on the activity.
- b. Where will this activity take place? List also how you plan to get there (i.e. mode of transportation, driver etc.).
- c. A place for parent/guardian signature. This is where the parent/guardian will give their permission for their child to participate in said activity.

Step 4: Getting leadership approval. Submit in writing to the Children's Ministry Director or Student Ministry Director your written purpose statement for the activity, your written cost analysis, and your activity release form. The Director will respond to your request and approve or deny your request.

Step 5: Upon approval, the Children's or Student Ministry Director will put your activity on the church schedule and reserve approved transportation where applicable.

Step 6: Advertise and invite children to your activity. Give the parent or guardian the Activity Release Form and the Authorization for Treatment form for their review. The Authorization for Treatment form is a form that will give The Church at Newtown Road permission to allow medical treatment for a child in the event of a medical emergency.

Step 7: Collect all required signed forms prior to the activity. No child will be allowed to participate in an activity without both the Activity Release Form and the Authorization for Treatment Form signed by a parent or guardian. You must keep both of these forms with you on your activity.

Step 8: After your activity, please turn in all forms to the appropriate Ministry Director who will keep these forms on file. In the case of a medical incident (cuts, sprained ankles, falls etc.) during your activity please fill out an incident report (available in the appendix of this manual) and turn it in with the other required forms.

*** Remember:** In an activity where members of the opposite sex are participating, there must also be leaders or chaperones from both genders involved.

X. APPENDIX

LIABILITY RELEASE FORM

Liability Release Form -*SAMPLE*-

I _____, the parent or legal guardians of _____ do hereby give my consent for my child to participate in an event sponsored or supervised by The Church at Newtown Road on _____, 20____. I certify that my child is able to participate in these following activities or activity.

List Activities (Include all activities including transportation to and from, as well as any other possible activities). Also list the mode of transportation as well as drivers, and chaperones.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON THIS EVENT, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I agree to hold The Church at Newtown Road and its agents, volunteers, and employees, harmless from any and all liability, actions, causes, claims, expenses, and damages on account of injury to my child or property, even injury resulting in death, which I now have or which may arise in the future in connection with activities participated in at this event or any other associated activities.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the state of New York and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not merely recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and understand.

Parent / Guardian Signature _____ Date _____

AUTHORIZATION FOR TREATMENT

AUTHORIZATION FOR TREATMENT

To whom it may concern:

This document is to be used for AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT for the child listed below.

Name _____ Sex ____ Birth date ____ / ____ / ____

Address _____

City _____ State _____ Zip _____ Home Phone _____
Emergency _____ Parents (Legal Guardians) Names _____

Address (If Different) _____

____ Insurance Company _____ ID# _____

Name on Insurance Policy _____

Doctor _____ Phone # _____

Any allergies or past and present medical problems? Yes _____ No _____ (If yes, please explain below or on back)

THIS DOCUMENT GIVES CONSENT TO ANY HOSPITAL OR EMERGENCY TREATMENT CENTER, DOCTOR OF QUALIFIED EMPLOYEES OF THE SAME TO ADMINISTER NECESSARY TREATMENT AND CARE. IN THE EVENT THAT I CANNOT BE REACHED IN AN EMERGENCY, I HEREBY GIVE PERMISSION TO THE PHYSICIAN, SELECTED BY THE ADULT LEADER IN CHARGE, TO HOSPITALIZE, SECURE PROPER ANESTHESIA, OR TO ORDER INJECTION OR SURGERY FOR MY CHILD.

Parent / Guardian Signature _____ Date _____

ACTIVITY PLANNING FORM

Activity Planning Form

Purpose_____

Date of Proposed Activity_____

Sponsor_____

Transportation/Driver(s)_____

Activity Narrative

(Complete on back)

Cost Analysis:

Cost per child=

Subsidies (ticket sales) =

Cost per Chaperone =

Other _____=

Total Cost =

**NEWTOWN ROAD CHILD & STUDENT POLICY AND PROCEDURES MANUAL
COMPLIANCE FORM**

Newtown Road Child & Student Policy and Procedures Manual Compliance Form

I have read and fully understand the Child and Student Policy and Procedures manual given to me by The Church at Newtown Road. I agree to comply with all policies and requirements. I have also turned in my screening form to appropriate staff or administrative personnel.

Signed _____ Date _____

Print name _____

Office use only:

Date received _____

Date Screened _____

Training Date _____

Approval _____ Date _____