

Northside Church

Safe Sanctuary Policies *for volunteers and staff*

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Updated January 15, 2026

Introduction, Purpose, & Statement of Covenant Safe Sanctuary Policy and Procedures Northside Church

INTRODUCTION

Northside's mission is to welcome all people and make our church a safe place for children, youth, and vulnerable adults. It is our responsibility to be proactive in our recruiting and training to find people with a gift for caring for children, youth, and adults and also to protect volunteers from false accusations. It is our responsibility to oversee all programs involving children, youth, and vulnerable adults to make sure that there is a safe environment and that we have a plan of response in place should an accusation arise.

PURPOSE

The purpose of Northside Church is to share God's love and make disciples for Christ. Our purpose for establishing this Safe Sanctuary Policy and Procedures manual is two-fold: (1) to demonstrate our unwavering commitment to strive to secure the physical safety and spiritual growth of all of our children, youth, and vulnerable adults, and (2) to protect the staff and volunteers who work with our children, youth, and vulnerable adults. By completing background checks and developing appropriate guidelines and boundaries for all those who work directly with our children, youth and vulnerable adults, we may be in a better position to ward off false accusations. We are also in a better position to avoid placing a staff member or volunteer in a position where they may be consciously, or unconsciously, tempted to sin.

STATEMENT OF COVENANT

As a Christian community of faith committed to ministry to and with children, youth, and vulnerable adults, we pledge to strive to conduct all of our activities and ministries in such a way that assure the safety and spiritual growth of all of the children, youth, and vulnerable adults entrusted to us. We will follow reasonable safety measures in the selection and recruitment of workers. We will be responsible in overseeing our programs and events. We will report and respond to all suspected incidents of abuse as required by state law and our Christian conscience, and we will be prepared to minister to families of both the abused and the alleged perpetrator.

Definitions

Safe Sanctuary Policy for the Protection of Children, Youth, and Vulnerable Adults

Northside Church

The following terms are defined for the specific purpose of this document:

- A. **Adult:** A person who is 18 years of age or older.
- B. **Child:** A person who is 0-11 years of age.
- C. **Youth:** A person who is 12 – 17 years of age.
- D. **Outside Groups:** Any group whose activity involving children or youth does not fall under the responsibility of Northside Church.
- E. **Volunteer:** A person who assists in conducting activities under the supervision of a staff member. A volunteer may be a youth or adult. Volunteers must be at least 4 years older than the oldest child under his or her supervision.
- F. **Staff:** A person who is employed by Northside Church.
- G. **Vulnerable Adult:** Any person, 18 years of age or older, with diminished physical, mental, or emotional capacities.
- H. **Northside Event:** An event that is planned, sponsored, and/or hosted by Northside Church staff and/or volunteers. Events will be logged and recorded on the Northside Events Calendar by the responsible staff member.

Safe Sanctuary Policy for the Protection of Children, Youth, and Vulnerable Adults Northside Church

Northside Church (“Northside”) takes very seriously the call of Jesus Christ to minister to all people and to seek to meet their needs. The goal of this policy is to make sure we do everything possible to make Northside Church and its ministries a Safe Sanctuary for children, youth, and vulnerable adults. The following policies will aim to reduce the risk for our children, youth, and vulnerable adults and will also serve to protect our leaders from false accusations of abuse.

SELECTION AND SCREENING

Careful screening is one way to reduce the potential of abuse of children, youth, and vulnerable adults at Northside. Screening includes background checks, completion of a volunteer application form, execution of the Northside Covenant Commitment, and the completion of Safe Sanctuary training. All screening results will remain confidential.

1. Every 3 years, each volunteer will need to complete a volunteer application. Background checks will be run every 3 years for every volunteer who is 18 years or older. This will be done by a designated staff person and the results will only be seen by that designated staff person and the supervising pastor. The Supervising pastor will then take any appropriate action. A separate background check release form will need to be completed; these forms are available in the front office and from the ministry area leaders.
2. Each year Staff members and volunteers will complete a Safe Sanctuary Refresher session. This refresher session will include a review of all policies and procedures. A new volunteer application will only need to be completed if information has changed.
3. The following staff persons shall review the applications and follow through each stage with each applicant:
 - A. The Supervising pastor will be responsible for having all paid employees trained and screened.
 - B. The Director of Children’s Ministry will be responsible for having all Children and Nursery Program staff and volunteers trained and screened.
 - C. The Director of Student Ministry will be responsible for having all Student Ministry staff and volunteers trained and screened.
 - D. The Directors of Northside Church’s Worship and Music Ministries will be responsible for having all staff and volunteers in the music ministry who work with children, youth, or vulnerable adults trained and screened.
 - E. The Director of Operations will be responsible for having all Operations and Hospitality volunteers trained and screened.
 - F. The staff person over mission teams will be responsible for having all mission team members trained and screened.
 - G. The staff person over the ESL programming will be responsible for having all team members trained and screened.
4. Outside groups that will be working with children, youth, or vulnerable adults and that use the church facility and/or church grounds will abide by Northside’s Safe Sanctuary Policy. A designated Safe Sanctuary leader from the outside group will go through leader training done by one of the designated Northside staff members. Once this leader is trained, he or she will then be responsible for training the outside group members according to the Northside Safe Sanctuary Policy. Once training has been

completed, the organization will be asked to sign a covenant that they have read and agree to abide by Northside's Safe Sanctuary Policy.

5. **Safe Sanctuary Forms:** Safe Sanctuary forms are available online and at the following locations on church property: Safe Sanctuary staff mailbox, information desks, children's classrooms, youth meeting area, Hope Hall sound booth, Sanctuary sound booth, nursery and gym kitchen.
6. **Completed Forms and Documentation:** The Northside Church staff member designated to maintain the Safe Sanctuary Training records will keep records updated. Volunteers are responsible for communicating any changes.

SUPERVISION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS

Two-Adult Rule: Two adults are to be utilized in programming with children, youth and vulnerable adults. Where it is impossible to staff two adults in every room, an additional adult (18 or older) will serve as a "floater" who will serve in close proximity with visual and physical access to all areas. Two people who are related and/or reside in the same household cannot serve as the second adult for one another, unless there is a floater present.

Minimum Age: When volunteering with children and/or youth, volunteers and staff must be at least four years older than the age of the people for whom they will be responsible. The youngest age a volunteer may be is 12, or in the sixth grade, whichever is older.

RESTROOM POLICY

Infant and Toddler

Diapering should be done at the diaper changing tables and in close proximity to other care providers. The second volunteer or staff member in the nursery should observe the volunteer or staff diapering the infant or toddler. For potty-trained children, use the bathroom in the Nursery with visual access. An adult leader should accompany the potty-trained toddler to the bathroom and should check the bathroom to make sure it is clear and safe before the child enters. At no time may a volunteer or staff member under the age of 18 diaper an infant or toddler.

Preschool

An adult leader will accompany preschool children to the restroom and check the bathroom to make sure it is clear and safe before the preschool child enters. In the adult leader's absence, the "floater" will count as the second adult in the classroom.

When in the nursery wing of Northside Church, the restroom in the nursery should be used. This will allow the volunteer or staff member to monitor from the nursery. The bathroom door must remain ajar at all times.

If a child needs assistance, there must be two adults present; one who assists the child and the other who monitors both the child and the adult offering assistance. At no time may an adult enter a bathroom stall or single stall bathroom with the child and close the door. At no time may a volunteer or staff member under the age of 18 undertake handling bathroom duty for a preschooler.

Younger Elementary (Kindergarten – 3rd grade)

An adult leader should accompany younger elementary children to the restroom. In the adult leader's absence, the "floater" will count as the second adult in the classroom. The adult leader should enter the restroom alone to ensure it is safe and clear for the children. After ensuring the restroom is safe and clear, the adult leader must prop the outside door open and allow the child to enter the restroom alone. The adult will need to wait outside the larger, outside door for the child. If the child is using the restrooms upstairs in the Children's area, the main

restroom doors should remain propped open at all times. At no time may an adult enter the bathroom stall or single use bathroom with the child and close the door. At no time may a volunteer or staff member under the age of 18 undertake handling bathroom duty for younger elementary children.

Older Elementary (4th - 5th grade)

Children in older elementary classes may go to the restroom without an adult leader. Leaders should watch from their classroom door until the child(ren) returns to class. If using the restrooms upstairs in the Children's area, the main restroom doors should remain propped open at all times. At no time may an adult enter the bathroom stall or single stall bathroom with the child and close the door.

Individuals with Special Needs

In cases where an individual with special needs requires assistance in the restroom, the 2-Adult-Rule will be followed. At no time may a volunteer or staff member under the age of 18 undertake handling bathroom duty for individuals with special needs.

ELEVATOR AND SMALL SPACES

Elevator

Adults should strive not to be in an elevator alone with a child or youth. If a child/youth needs to ride in the elevator for medical reasons, the 2-Adult-Rule shall be followed for the duration of the ride.

Other Spaces

Storage rooms and/or closets. No adult should be in a storage room or closet alone with a child, youth, or vulnerable adult. If the space needs to be accessed, the 2-Adult-Rule must be followed, and the door must remain open.

PRIVATE CONVERSATIONS

If a child/youth/vulnerable adult requests to have a private conversation with a volunteer or staff member, there are several safeguards that will be put into place.

Before the conversation begins, the adult must make sure that another adult is made aware of the fact that there is a one-on-one conversation between an adult and a child/youth/vulnerable adult.

Here are some things that the volunteer or staff member will do to give the child/youth/vulnerable adult privacy while maintaining Safe Sanctuary guidelines.

- Meet in a large/open area or room, stand or sit off to the side away from others in the room while still being visible to other adults in the room.
- Meet in a room with the propped door open.
- Meet in a room where the door has a window that is clear and uncovered and position yourself in full view of the uncovered window.

SOCIAL MEDIA/COMMUNICATIONS

Northside Church follows an opt-in/opt-out plan for our parents/guardians of those participating in our ministries here at Northside Church. Information forms with the opt-in/opt-out policy will be completed by the parent/guardian of each child/youth every calendar year.

Volunteers and staff are expected to hold healthy boundaries when interacting with children, youth, parents, other volunteers, and staff.

Healthy Boundaries

- Do not initiate interactions on social media.
- Be mindful of interactions (likes, comments, etc.).
- Be responsible and attentive to all parties involved.
- Communicate with integrity and represent Christ through honesty, respect, and responsibility in and through all forms of communication.
- Communicate with transparency, no private or hidden communication.

Digital Communication

When communicating with children and youth, communication will only be done through the approved forms of communication.

The following are the allowed methods of digital communication:

E-mail

Texting

Northside's communication app

No outside messaging or individual social media communication is allowed. (i.e. Instagram messages, WhatsApp, Snapchat, etc.)

Alternate forms of communication can be used only when communicating with ministry partners in other developing countries where no other forms of communication are available.

Appropriate Content

All digital communication among church staff, volunteers, and students must reflect the mission and values of the church and be appropriate for a ministry setting. Content should be ministry-related, respectful, encouraging, and free from language, images, humor, or topics that are sexually suggestive, demeaning, harassing, or otherwise inappropriate. Digital communication should never be used to discuss sensitive personal matters, provide counseling, or engage in conversations that could reasonably be misunderstood. When sensitive issues arise, communication should be redirected to parents/guardians or handled in person with appropriate safeguards in place.

Church staff and volunteers are strictly prohibited from sending or otherwise transmitting sexual or obscene content to anyone, child, youth, adult, through any medium whatsoever.

Appropriate Timing

Digital communication with students should occur at reasonable and appropriate times of day and should respect personal and family boundaries. Messages should primarily be sent during normal waking hours and for clear ministry-related purposes such as event reminders, scheduling, or encouragement connected to church activities. Late-night, excessive, or unnecessary messaging is prohibited. Staff and volunteers should avoid ongoing back-and-forth conversations that extend beyond the original ministry's purpose of communication.

Appropriate Adult Oversight

All digital communication with students must be conducted with transparency and accountability. Whenever possible, communication should occur in group settings (such as group texts or group messaging platforms) rather than one-on-one. While individual communication may sometimes be necessary, all ministry-related digital communication must be conducted in a manner that is open and subject to review. Staff and volunteers should avoid secretive, hidden, or exclusive conversations and should use approved communication platforms. Parents/guardians may request access to review communications involving their student at any time. All digital interactions must align with the church's Safe Sanctuary Policy and are subject to oversight by church leadership.

SENSITIVE ISSUE INCIDENT REPORTING

Tennessee law requires those who work with children, youth, and/or vulnerable adults to report any type of suspected abuse to the proper authorities. Any volunteer or staff member who makes such a report in “good faith” is protected by law from any form of liability. But failure to make such a report can give rise to criminal and/or civil liability. You may report in “good faith” anonymously.

1. If immediate danger to a child, youth, vulnerable adult exists, ensure their immediate safety and then contact the police, sheriff or highway patrol immediately and await their arrival or follow their instructions. Once a call to proper authorities has been made, immediately contact your immediate supervisor.
2. Incidents of abuse or reasonably suspected cases of abuse, whether allegedly perpetrated by individuals associated with the church or outside the church, shall be reported to the director of the program/ministry.
3. If suspected abuse has occurred, contact one of the agencies listed below:
 - State of Tennessee Department of Children Services Child Abuse and Neglect Hotline, 1-877-237-0004 (24-Hour Service)
 - Online platform to submit a report of Child Abuse: <https://apps.tn.gov/carat/>
 - Jackson Police Department, 731-425-8400
 - Madison County Sheriff, 731-423-6000
 - State of Tennessee Department of Adult Protective Services Hotline, 1-877-277-8366 (24-Hour Service)
 - Online platform to submit a report of Vulnerable Adult/Elder Abuse: <https://www.tn.gov/disability-and-aging/resource-directory/elder-abuse.html>
4. The current Chair of the Pastoral Leadership Team shall be the sole spokesperson for the church, to include all forms of media and communication.

WHEN A REPORT NEEDS TO BE MADE

The director of the individual program/ministry area will then follow these guidelines:

- a. The supervising pastor shall be informed immediately.
- b. All facts and circumstances of an incident shall be documented with the cooperation of the reporting person.
- c. All steps taken in the handling of the incident and/or report shall be documented.
- d. An official report shall be made with the appropriate agency
- e. The supervising pastor or staff member shall file a report to the church legal counsel, who will notify the liability insurer for the church.
- f. The parents/guardians of the suspected victim shall be notified immediately unless the parents/guardians are suspected to be involved in the abuse.
- g. In-depth investigation shall be carried out by the civil authorities rather than by church personnel.
- h. Those involved will maintain respect for the situation and will not engage in conversations with anyone not directly related to the situation. No volunteer or staff will participate in or engage in

any form of investigation of the situation further than the basic information needed to complete the report.

EMOTIONAL CONSIDERATIONS:

1. Staff and Volunteers are encouraged to be sensitive to the potential for abuse. Don't hesitate to caution others in the event you observe inappropriate behavior.
2. Children, youth, adults, and vulnerable adults are to be taken seriously. Stay calm and reassure the person that you are concerned about what happened to her/him and that you would like to get some help. Since reporting is required by the State of Tennessee, the person should be told that you have to inform the proper authorities.
3. Persons accused must be treated with dignity and support. Such persons shall be immediately relieved of further responsibilities until the investigation is completed, and the allegations are cleared or substantiated.

CONFIDENTIALITY AND TRUTH-TELLING

The confidentiality of all persons involved shall be safeguarded. But mandatory reporting shall be done. The church will not try to hide or cover any truth that is necessary to deal with allegations. As public records are available, we will exercise Truth-Telling. Truth-Telling is proper sharing of public records without details.

WHAT HAPPENS AFTER A REPORT IS FILED?

Every report of suspected abuse will be investigated by the appropriate agency. In cases of extreme physical and sexual abuse, a review team consisting of a physician, a psychologist or psychiatrist, a social worker and a state department of human/child services employee will prepare a report for the local Juvenile Court and Prosecuting Attorney's office.

WHY DO MOST VICTIMS OF ABUSE KEEP THE ABUSE SECRET?

A victim of abuse (sexual, emotional, physical, etc.) is under a great deal of pressure to keep the abuse secret. In many cases of abuse, the abuser has threatened to harm the victim or a member of his or her family. The abuser might have told the victim that he or she would not be believed even if the victim did report the abuser. Another common situation is that the abuser will tell the victim that if he or she reports the abuse, he or she will get into trouble. The clear message is given to the victim that if another person finds out, something bad will happen to him or her. This pressure to maintain silence can often be overcome by establishing open communication between people through a proper educational program for children, youth, and vulnerable adults and nurturing safe relationships with all.

Children/Youth Overnight/Off-Site Activities

TRANSPORTATION PROCEDURES

Transportation: We will always strive to have more than one adult or more than one child in a vehicle.

However, it is often out of the church worker's control as to the manner and procedures by which children or youth arrive for and depart from church events. In the rare event that a single adult worker may be asked to drive a child or youth, and it is impossible for a second adult to be in the vehicle, the minor should sit in the back seat of the vehicle, if possible. The adult worker should call or text the minor's parents or guardians, stating the time the vehicle is leaving and when the vehicle should arrive (the parents know how long it takes to get home). Then, when the adult worker drops the child off, the worker should watch the child or youth enter the home. The driver is not to leave until the child is inside the home. In the event a parent or guardian cannot be reached by phone or text, the adult in charge will log departure and arrival times by using the Van / Personal Vehicle Checklist and Log.

The following procedures are for providing transportation for children / youth to and from activities sponsored and supervised by Northside Church. These procedures relate to transportation provided by the church, by parents of children / youth, and by volunteers with children / youth.

A. Vehicle Requirements

1. Proper passenger restraints must be used while transporting children/youth as required by law.
2. All vehicles shall have insurance coverage as required by Tennessee law.
3. All vehicles must be multi-passenger vehicles. No motorcycles, scooters, or mopeds will be allowed.
4. Rental vehicles shall carry additional insurance from the rental vendor to cover Northside Church from any liability.

B. Driver Requirements:

1. All drivers will be staff members, volunteers (as qualified by the Safe Sanctuary Policy and Procedures), or licensed commercial drivers. The Ministry Director will be responsible for the pre-approval of all drivers.
2. All drivers will have a current valid driver's license with the classification for the vehicle being driven and be at least 18 years of age.
3. All drivers are expected to obey all traffic laws. Failure to do so may disqualify them from driving for church-related activities.
4. Drivers are prohibited from using cell phones (or other distractors) while their vehicle is in motion.
5. Driver must complete the Van/Personal Vehicle Checklist and Log at the appropriate times before, during, and after the trip.

OFFSITE PROCEDURES

These expectations apply to off-site events that are planned, sponsored, and/or hosted by Northside Church staff and/or volunteers. All such events must be scheduled and recorded on the Northside Events Calendar by the responsible staff member, with Pastoral Leadership Team knowledge and approval.

1. The 2-Adult-Rule must be maintained and followed at all points of the event.
2. All participants must stay with the group before, during, and after the event.

3. Clear communication with parents/guardians will need to be in place regarding details such as drop off and pick up times, destinations, etc. The Pastoral Leadership Team should receive a copy of this communication with parents/guardians.
4. Clear communication with the child/youth's parent/guardian about alternate pick-up for their child/youth must take place if plans change.

OVERNIGHT PROCEDURES

The following procedures are for children and youth activities which require an overnight stay and are sponsored and/or supervised by Northside Church. This includes, but is not limited to camping, lock-ins, hotel/motel lodging, bunkrooms, and overnight stays in a personal dwelling. Northside Mission Trips where youth and/or children are on the team must adhere to these guidelines as well. The 2-Adult-Rule shall be followed as well as proper communication guidelines as set forth in the Safe Sanctuary Policy.

A. General Guidelines

1. Approval: A signed parent permission form will be required of each child/youth prior to the activity. These will be collected and approved by the group leader prior to the activity.
2. None of the children/youth will be allowed away from the designated overnight area without prior permission of the group leader and the parent's signed permission.
3. No adult may sleep in the same bed as a child or youth unless the adult is the parent or guardian of that child.
4. A husband and wife (or 2 adults living in the same household) cannot serve as the second adult for one another.

B. Rules of Conduct for a Dormitory / Cabin-Type Setting:

1. At least two adults of the same gender as the residents should be assigned to each room of children or youth.
2. No adult should be alone with a child or youth in a room unless the adult is the parent or guardian of the child.

C. Rules of Conduct for a Motel / Hotel Setting:

1. When two adults cannot be assigned to a room housing youth, the youth should be roomed separately from the adults.
2. Where adults need to be assigned to separate rooms, it is recommended that one adult room be located between every two youth rooms on the hall.
3. Adults should develop a rotating schedule allowing for the hallway to be monitored throughout the night.
4. If room checks are needed, the two adults conducting the room check should be the same gender as the children or youths in the room.

Showers

When children, youth, vulnerable adults and adults are using shower facilities, the 2-Adult-Rule shall be followed.

- A. When participating in a Northside Event where children/youth are housed on church property along with adult leaders there will be specific guidelines for showering using the facilities on Northside property. The

Ministry Director will communicate the guidelines to all participants as well as their supervising pastor before the event.

- One shower facility designated for adults only (1 per gender) and a separate shower facility designated for children/youth/vulnerable adults only
- Schedule of who can shower when and where

B. When participating in a Northside Event where children, youth, vulnerable adults are not housed on church property along with adult leaders and where the showering facilities cannot be separated, the 2-Adult-Rule shall be followed.

Driver Guidelines for Northside Church Vehicles

The following guidelines apply to drivers of vehicles **owned** by Northside Church.

Insurance Company Restrictions:

Age Restrictions: 25 – 64 years of age; if 65 – 74 years of age, must provide a doctor's note of good health each year

No DUIs ("Driving Under the Influence")

No reckless driving citations in the last five years

No more than three moving vehicle violations in a three-year period

Valid driver's license

Northside Church Restrictions:

Must have motor vehicles records checked and comply with above insurance restrictions.

Must give name, driver's license number, state, and date of birth to business manager to be placed on church vehicle insurance.

Tennessee Department of Transportation Restrictions:

No upper age limit

To apply for CDL:

Must be at least twenty-one years old

Must have physical and drug test to receive medical card

Must take computer and driving tests

Appendix

Reporting Information Worksheet

*This worksheet is to be used if a report needs to be filed. This form can be used to gather the basic information needed to complete the official report. Please remember that you are only gathering the needed information, and all investigations will be conducted by the proper agencies & authorities.

Name of Northside staff/volunteer observing or receiving disclosure of information: _____

Date and place of initial observation or conversation with the victim: _____

Reporter's Name: _____

Date of Birth: _____ *Age:* _____

Race/Ethnicity/Primary Language: _____ *Phone Number:*

Address: _____

Parent Information (IF KNOWN)

Parent's Name: _____

Date of Birth: _____ Age: _____

Race/Ethnicity/Primary Language: _____ Phone Number: _____

Address: _____

Sibling Information (IF KNOWN):

Sibling's Name: _____

Date of Birth: _____ Age: _____

Race/Ethnicity/Primary Language: _____ Phone Number: _____

Address: _____

Sibling's Name: _____

Date of Birth: _____ Age: _____

Race/Ethnicity/Primary Language: _____ Phone Number: _____

Address: _____

Report of Suspected Incident of Abuse

*This form is to be completed by the Northside staff member or volunteer directly involved in the witness of the specific incident and/or conversation where an incident was disclosed. The information shared on this form should be kept confidential and private unless told otherwise by proper authorities.

Name of Northside employee/volunteer observing or receiving disclosure of abuse: _____

Victim's Name: _____ Age: _____ DOB: _____

Date and place of initial observation or conversation with victim: _____

Victim's Statement (detailed summary) _____

Name of person accused of abuse: _____ Relationship to victim: _____

Date and time reported to supervisor/pastor: _____

Summary of report to supervisor/pastor: _____

Names of those involved in the observation and reporting

*By signing this you agree to hold confidentiality and privacy standards and to not discuss the incident and or reporting to anyone outside of the appropriate Northside staff members, reporting agencies and/or law enforcement.

Name _____ Signature _____ Role _____

Name _____ Signature _____ Role _____

Name _____ Signature _____ Role _____

Name _____ Signature _____ Role _____

Name _____ Signature _____ Role _____

Report of Suspected Incident of Abuse-Reporting Log

*To be completed by the supervising Pastor and kept with the Report of Suspected Incident form.

Name of Northside Pastor completing the form: _____

Call to victim's parent/guardian:

Date/time: _____

Spoke with: _____

Summary of conversation: _____

Call/Online Report to Agency:

Date/time: _____ Case # _____ Spoke with: _____

Summary of conversation: _____

Call to local law enforcement agency:

Date/time: _____ Case # _____

Date/time: _____ Case # _____ Spoke with: _____

Summary of conversation: _____

Other Contact:

Date/time: _____ Case # _____ Spoke with: _____

Summary of conversation: _____

Report of Injury/Illness

Name of person injured or ill: _____

(circle one) Child Youth Adult

Address: _____

Primary phone number: _____ Secondary phone number: _____

Date, time, and location of incident: _____

Describe the injury or illness in detail. _____

Describe what action was taken to treat the injury or illness: _____

List name and phone numbers of witnesses to the accident:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Additional comments: _____

Person reporting: _____

Position: _____ Phone number: _____

Address: _____



Digital Communication Permission & Consent

As part of our commitment to creating a safe, transparent, and well-supervised environment for students, Northside Church Student Ministries uses various forms of digital communication to share information, provide encouragement, and coordinate ministry activities. These communications may include (but are not limited to) text messages, emails, group messaging platforms, and ministry-related social media accounts.

All digital communication with students will follow the guidelines outlined in our Safe Sanctuary Policy, including appropriate content, appropriate timing, and appropriate adult oversight.

Parent/Guardian Consent

Please indicate your preference below regarding digital communication between your student and Northside Church Student Ministries staff and volunteers.

☐ OPT IN (Direct Digital Communication)

I give permission for my student to receive direct digital communications from Northside Church Student Ministries staff or volunteers. This may include:

- One-on-one text messages
- Direct emails
- Direct messages through approved group messaging platforms
- Direct ministry-related social media messages

I understand that this permission applies to direct communication only, and that my student will also receive group communications as part of regular ministry activities.

☐ OPT OUT (Direct Digital Communication)

I do not give permission for my student to receive direct digital communications from Northside Church Student Ministries staff or volunteers. I understand that:

- There will be no one-on-one digital communication between my student and Northside staff/volunteers.
- My student will still be included in group communications related to Northside Church Student Ministries.
- In the event of a direct message needing to be sent, it will be communicated through parents/guardians via email or other approved messaging channels.

Additional Notes

- Students are not required to participate in direct digital communication in order to participate in ministry activities.
- Parents/guardians may change their communication preference at any time by submitting a written request to the church office or Student Ministries staff.
- All digital communication will be conducted in accordance with the Safe Sanctuary Policy and appropriate supervision standards.

By signing below, I acknowledge that I have read, understand, and agree to the terms outlined above.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/ Guardian Contact Information:

Parent/ Guardian #1 Name: _____
Email _____ Cell _____

Parent/ Guardian #2 Name: _____
Email _____ Cell _____

Parent/ Guardian #3 Name: _____
Email _____ Cell _____

Parent/ Guardian #4 Name: _____
Email _____ Cell _____



Northside Kids Digital Communication Permission & Consent

As part of our commitment to creating a safe, transparent, and well-supervised environment for students, Northside Church Children's Ministries uses various forms of digital communication to share information, provide encouragement, and coordinate ministry activities with the families of our children. We know that many of the children in our ministry do not have personal communication devices and therefore all communication channels will go through the parents.

All digital communication with students will follow the guidelines outlined in our Safe Sanctuary Policy, including appropriate content, appropriate timing, and appropriate adult oversight.

Parent/Guardian Consent

Please indicate your preference below regarding digital communication between your child and Northside Church Children's Ministries staff and volunteers.

☐ **My child does NOT have a digital communication device**

☐ **My child does have a digital communication device**

☐ **OPT IN (Direct Digital Communication)**

I give permission for my student to receive direct digital communications from Northside Church Children's Ministries staff or volunteers. This may include:

- Group messages from NSK leadership and volunteers
- Direct messages through approved group messaging platforms
- Direct ministry-related messages

☐ **OPT OUT (Direct Digital Communication)**

I do not give permission for my child to receive direct digital communications from Northside Church Children's Ministries staff or volunteers.

By signing below, I acknowledge that I have read, understand, and agree to the terms outlined above.

Child's Name: _____

Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Administrative Safe Sanctuary Check List

BRAND NEW Volunteer

- ☐ Volunteer Information form completed
- ☐ Safe Sanctuary Training completed by Ministry area leader (the training check in should be completed)
- ☐ Background check form given to Volunteer
- ☐ Background check form returned to admin in charge of SS
- ☐ Background check run
- ☐ Background check results recorded in spreadsheet
- ☐ Background check form shredded

When a report is made

*needs to be a file folder for each year

- *take all paperwork given and staple together and place in alphabetical order within the year's folder

- *take extra precautions to keep all information confidential

Additional Duties

- *help monitor dates

- *help reach out to people who are need updated background checks

- *transfer any paper volunteer information forms over to the digital form for records