

NEXTGEN

KIDS AND STUDENTS

POLICIES & PROCEDURES



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**WHAT IS
NEXTGEN?**

THE WIN FOR **NEXTGEN KIDS AND STUDENTS**

We win when we partner with families in leading the next generation to know, love and serve Jesus.

We want to create irresistible environments that lead to life changing relationships and we use the Orange strategy to accomplish this goal.

WHAT IS **ORANGE**?

Orange is two influences combined for maximum impact.

Red (love of the family) + Yellow (light of the church) = Orange



WHAT ARE THE 5 ESSENTIAL ELEMENTS OF THE “**ORANGE STRATEGY**”?

- › **Integrate Strategy:** To align departments, leaders, and parents to lead with the end in mind.
- › **Reactivate the Family:** To cue parents to actively participate in the spiritual formation of their own children.
- › **Refine the Message:** To craft core Biblical truths into fun, engaging, relevant, safe and memorable experiences.
- › **Elevate Community:** To connect every child/student to a caring leader and consistent group of peers where they can connect relationally and grow spiritually.
- › **Leverage Influence:** To create consistent opportunities for students to experience personal ministry.

WHAT IS AN ENVIRONMENT AND WHAT MAKES IT IRRESISTIBLE?

An environment can be anything from a relationship to a program. It can be a classroom, a small group or a special event. NextGen environments should be irresistible – meaning they are created with the phases in mind. They should be relevant, creative, fun and safe. Every environment should point to and encourage intentional shepherding. Leading Small is the cornerstone of NextGen.

WHAT DOES IT MEAN TO “**LEAD SMALL**”?

Leading Small allows us to do for a few what we would like to do for many. Leading Small contains five “big ideas” we encourage every small group leader to practice.

- › **BE PRESENT** | Connect their faith to a community by showing up predictably, mentally, and randomly.
- › **CREATE A SAFE PLACE** | Clarify their faith as they grow by leading the group, respecting the process, and guarding the heart.
- › **PARTNER WITH PARENTS** | Nurture an everyday faith by cueing the parent, honoring the parent and reinforcing the family.
- › **MAKE IT PERSONAL** | Inspire their faith by your example, by living in community, setting priorities and being real.
- › **MOVE THEM OUT** | Engage their faith in a bigger story by moving them to someone else, moving them to be the church, and moving them to what’s next.

WHAT ARE THE PHASES?

Phases are what we call our four developmental departments in NextGen. There are only 936 weeks from the time a child is born until he/she turns 18. We want our volunteers and families to be intentional with everyone...that is why we say, *“It is just a phase, don’t miss it!”*

- › **SONSHINE ISLAND** | Birth - Pre-k
- › **TREASURE COVE** | K - 5th Grade
- › **AMP’D** | 6th - 8th Grade
- › **GRAVITY** | 9th - 12th Grade

WHAT ARE THE WINS FOR EACH PHASE?

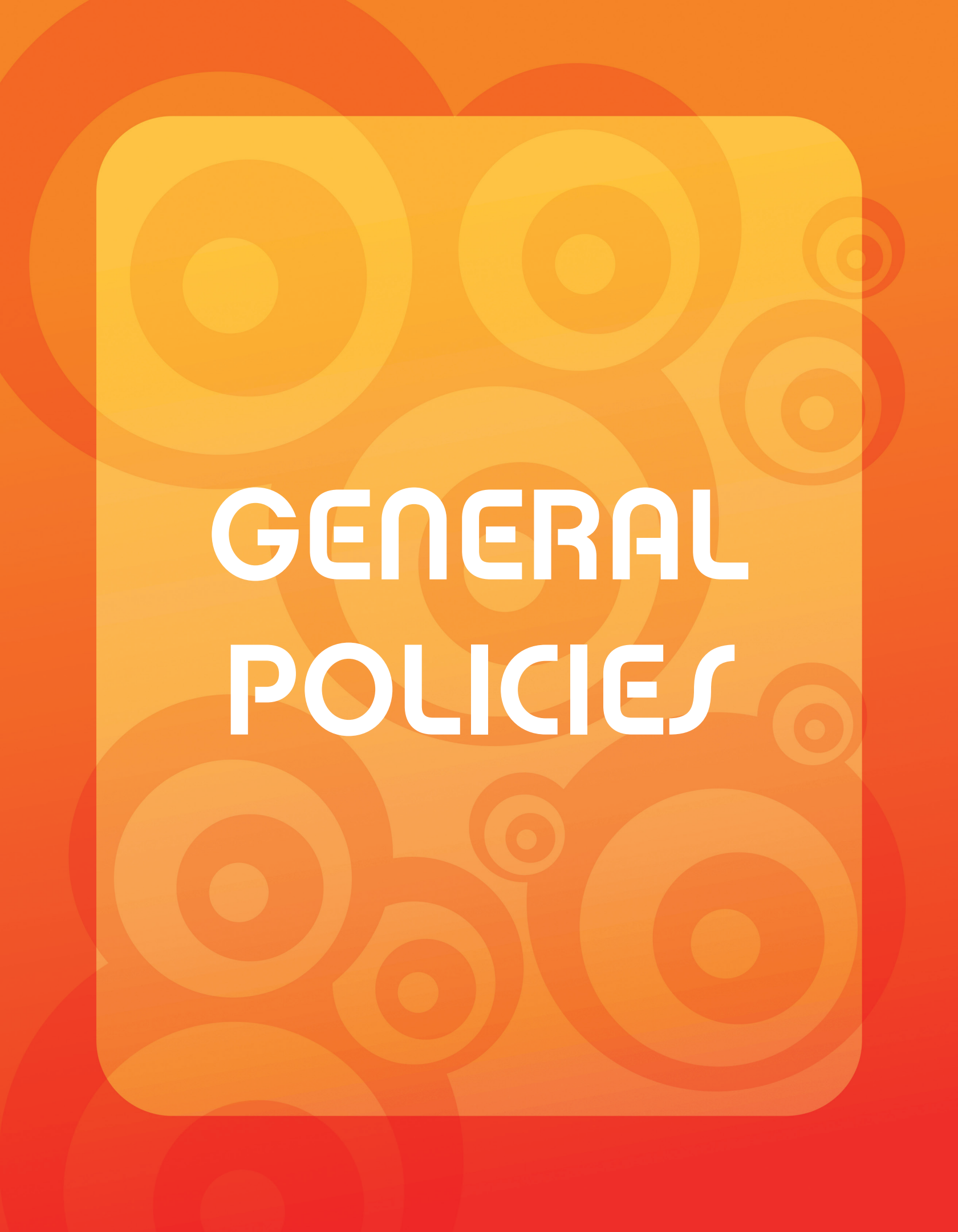
- › **SONSHINE ISLAND** | The win on the Island is to teach every child, birth-pre-K, that God made them, God loves them and Jesus wants to be their friend forever.
- › **TREASURE COVE** | The win in the Cove is to guide children to put their faith in Jesus and to teach them who God is and how He wants them to live.
- › **AMP’D** | The win in Amp’d is to effectively inspire and equip middle school students to develop a faith of their own.
- › **GRAVITY** | The win in Gravity is leading students to take a next step in loving God, living in community and serving the world.

POLICY

We welcome children and students with special needs. We believe every individual has been created by God and can know Him. Our Special Needs program prioritizes an inclusion model in all NextGen programming when appropriate.

PROCEDURES

1. For those with special physical, cognitive, social and/or emotional challenges who need individual assistance in order to fully participate in phase environments, every effort is made to connect him/her with a Buddy who will assist the child/student during programming.
2. Choosing a Buddy is a deliberate process, being sure to take into consideration the needs of the child, the concerns of the parents/guardians, and services of our volunteers. A Special Needs Parent/Guardian Questionnaire is completed, and staff/volunteers strive to make the best match between each child/student and Buddy. As a result, it may be necessary for a family to wait for full participation until a volunteer is found.
3. Each Buddy is supervised by someone who is knowledgeable in areas of special needs. In addition, the Special Needs Team will maintain contact with the parents/guardians on a regular basis, continuing to assess the situation and make decisions on how best to engage and support the child/student.
4. Notes will be maintained, kept on file, and followed as needed.
5. Buddies and family members are encouraged to communicate and coordinate weekly attendance.



GENERAL POLICIES

POLICY

The NextGen Volunteer Process will be completed for each potential NextGen volunteer. These procedures exist to protect children/students from harm and to protect volunteers from false allegations. Grace Bible Church is committed to protecting the children, students and volunteers involved in NextGen ministry. The following procedures will be followed:

PROCEDURES

1. All NextGen volunteers must complete a comprehensive background check before participating in NextGen environments.
2. In addition, each volunteer is required to complete an application and covenant, provide references and complete orientation before volunteering.
3. A signed copy of the NextGen Volunteer Orientation Checklist will be filed in the database.
4. Additional safety and security training will be provided throughout the year.
5. NextGen practices the “two adult” rule. This requires a reasonable number of adult leaders (minimum of two) to be maintained when supervising children/students. A married couple or two family members would only account for “one” in this “two adult” rule. With the exception of limited circumstances pre-approved by staff, NextGen will practice the “two adult” rule.
6. One-on-one meetings/private conversations must take place in public and not behind closed doors or alone in a room or vehicle.
7. One-on-one meetings will not occur without documented parental/guardian consent or prior knowledge of staff member.
8. Nursery and Treasure Cove volunteers must be High School age or older.
9. All NextGen volunteers are expected to wear their ‘FOR the 757’ shirt and NextGen nametag on Sundays as well as comfortable and appropriate clothing for play and floor time.
10. NextGen volunteers will always follow the Bathroom Policy and never be in the bathroom alone with a child or student.
11. The following ratio guidelines will be maintained:
 - a. Nursery 1:3
 - b. Toddlers 1:4
 - c. Preschool 1:5
 - d. Elementary/Student 1:10

POLICY

Each team member plays a vital role on our team. It is very important that these roles be filled each week and not left vacant. It is the team member's responsibility to initiate the process of obtaining a substitute; the Coach will assist as needed. The following procedures will be followed:

PROCEDURES | KIDS ENVIRONMENTS

1. All substitutes must be fully screened and processed by NextGen.
2. In the case of a job-share position, the partner will be the first ask.
3. Volunteers must notify their leader (Coordinator or Coach) when a substitute will be needed.
4. If substitutes are not available, the leader will contact the next level leader who will assist with other approved substitutes.
5. Friends and family members may not serve unless they have been processed as a NextGen volunteer.
6. Substitutes will check in at NextGen Guest Services. Phase locations require a parent/guardian tag or Guest Tag with a NextGen escort.

PROCEDURES | STUDENT ENVIRONMENTS

1. Volunteer will contact phase director.
2. All substitutes must be fully screened and processed by NextGen.
3. Friends and family members may not serve unless they have been processed as a NextGen volunteer.
4. Substitutes will check in at NextGen Guest Services. Hallway access requires a parent/guardian tag or Guest Tag with a NextGen escort. Room access requires a NextGen Sub nametag.

POLICY

To ensure age-appropriate teaching and to encourage peer-to-peer relationships, the following procedures will be followed:

PROCEDURES

1. Nursery
 - a. Infants and babies who are not yet or just beginning to walk.
 - b. Seahorses: Children who are stable on their feet (walking/running well). Those interested in activity with other children and who enjoy more independent play.
2. Preschool
 - a. Turtles: 2-years-old by September 30th of the current school year
 - b. Starfish: 3-years-old by September 30 of the current school year
 - c. Dolphins: 4-years-old by September 30 of the current school year
3. Elementary: Kindergarten through 5th grade for current school year
4. Middle School: 6th through 8th grade for the current school year
5. High School: 9th through 12th grade for the current school year
6. Promotion within the nursery classrooms will occur at any time during the year according to each child's developmental progress.
7. Promotion week will occur once a year, typically after Summer's Best Week and Orange Sunday. Placement is based on the child's/student's age as of September 30th of the current year. This policy coincides with the public school calendar in the area. If a child skips a grade or is held back in school, it is the parent's/guardian's responsibility to let the NextGen staff know, so appropriate changes can be made. There are no exceptions to this policy.
8. **NOTE:** Some age groups may be combined during programming as needed.

POLICY

In order to partner with families and maintain alignment between departments, the following procedures will be followed:

PROCEDURES

1. All written communication to families must be previewed and approved by the phase director.
2. When sending written communications to families, adhere to 'GBC Writing, Formatting and Proofreading Guidelines Policy'.
3. No handwritten signs may be posted in NextGen environments.
4. All requests made to Grace Bible Church Communications Department must go through the NextGen Communications Director.

POLICY

In order to partner with parents/guardians and ensure safety and security of children/students, written parental/guardian consent is required when transporting a student, and a NextGen staff member must be notified. An email or text message can serve as documentation for individual activities.

PROCEDURES

1. A Parental/Guardian Consent Form must be completed and updated annually for all NextGen events, camps, and retreats outside of regularly scheduled programming.
2. Children/students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Situations that leave only one child/student in the vehicle should be avoided without prior parental/guardian consent.
3. Leaders should avoid physical contact with children/students while in vehicles.
4. Cell phones should not be used by drivers while transporting minors. An exception arises only with an obvious emergency situation and safe, temporary stopping of the vehicle is preferred. Texting is strictly prohibited while driving.
5. No high school students may drive other students as part of a NextGen event without parental/guardian consent.
6. Volunteers are allowed to drive children/students of the same gender only with parental/guardian consent.

POLICY

Overnight events such as lock-ins, retreats, and mission trips provide tremendous opportunities for the ministry; moreover, trips can also demand greater scrutiny and planning to create a responsibly, safe environment. In order to partner with parents/guardians and ensure safe and secure environments, the following procedures will be followed:

PROCEDURES

1. Communicate with parents/guardians.
 - a. Parents/guardians should know event details.
 - b. While not always achievable, an informational meeting will be considered to discuss the event and answer any questions or concerns.
 - c. Event details will be shared in writing via email and/or online communications.
2. Every student must have a current Parental/Guardian Consent Form on file.
3. Ensure event is covered by GBC insurance policy.
 - a. Outside vendors such as bus companies or amusement operators should be insured as well. Check with vendor before signing contract.
 - b. Vendors should indemnify ministry from any liability, add group as additionally insured on their policy, and provide the leader with a Certificate of Insurance before the event.
4. Lead the event properly.
 - a. Ensure leader to student ratios are met.
 - b. All volunteers (including parents/guardians) must be processed by NextGen and have a current Background Check on file.
 - c. Volunteers should exercise the following policies and procedures:
 - i. **Abide by the two-adult rule.** An adult should never be alone with students in an enclosed space. If someone needs an individual counseling session, it should take place only if conducted in view of another adult. This rule helps keep the ministry above reproach when it comes to safety.
 - ii. **Document all injuries.** Properly document all injuries. Contact parents/guardians and allow them to make a decision on how to proceed.
 - iii. **Seek immediate medical attention** for serious injuries and illnesses.
5. Manage overnight risks.
 - a. Keep roommates to the same gender and age. Males should room with other males, females with other females.
 - b. Set Alarm on Stay (GBC Campus). This will sound the doors if someone exits the building, giving leaders an extra set of eyes.
6. Additional Safety Concerns:
 - a. Have a list of participants with their emergency contact information on hand and readily available.
 - b. Identify all medically trained volunteers/staff and share with volunteer team.
 - c. Identify any students with additional requirements, such as protective orders preventing them from being picked up by specific adults/persons.



SAFETY AND SECURITY POLICIES

POLICY

It is our hope that NextGen environments are warm, welcoming and friendly places. Healthy and safe physical boundaries must be maintained at all times. Appropriate touch is needed and encouraged, but it is vital that leaders do not blur or cross the line to inappropriate behavior. The appropriate touch policy is for the protection of the children/students as well as the volunteer/staff member and must be observed by every volunteer including family members. Observers may not know the relationship between a volunteer and child/student. A standard of excellence should be maintained even in appearances. Caution should always be used, and the failure to comply is grounds for immediate dismissal. The following procedures will be followed:

PROCEDURES

1. Hugging should only be done if the child/student initiates the contact.
 2. Extended hugging, tickling or prolonged physical contact of any kind is strongly discouraged.
 3. A light touch to the hand, back or shoulder and/or side hug when encouraging is acceptable.
 4. Lap sitting is only appropriate for preschool age children or if it is written in the special needs file.
 5. Holding children for comfort is only appropriate in the preschool phase (Sonshine Island).
 6. A child should never be touched in an area that would be covered by a bathing suit (except when changing a diaper or properly assisting a child in the restroom).
 7. A child/student should never be kissed or coaxed to kiss a volunteer.
 8. A child/student should never touch a volunteer in a manner that makes him/her feel uncomfortable.
- If a volunteer is touched inappropriately, he/she should immediately report incident to the director.

POLICY

Because NextGen values the safety and security of our children and students, the following procedures will be followed:

PROCEDURES

1. Bathrooms within Sunshine Island Environments:

- a. One child at a time will be allowed to use the bathroom.
- b. If a child does not need assistance, the volunteer will stand outside the door.
- c. If a child needs assistance or a long time has passed, the volunteer will talk through the door or slightly crack the door being careful to not look.
- d. If assistance is required, a second volunteer must be notified to stand at the door and watch as the child is assisted.
- e. A volunteer should never be alone in the bathroom with a child.**

2. Bathrooms within Treasure Cove Environments:

- a. One child at a time will be allowed to use the bathroom.
- b. Elementary age children do not need assistance to use the bathroom.
- c. On the rare occasion that assistance is needed, the volunteer will talk through the door or slightly crack the door being careful not to look.
- d. If a volunteer must enter the bathroom, a second volunteer will be notified to stand at the door and watch as the child is assisted.
- e. A volunteer should never be alone in the bathroom with a child.**

3. Bathrooms within The Studio (Amp'd and Gravity):

- a. One student at a time will be allowed to use the bathroom.
- b. A volunteer should never be alone in the bathroom with a student.**

POLICY

From time to time, a child may bite or be bitten. When this occurs, the following procedures will be followed:

PROCEDURES

1. First offense:
 - a. Verbally correct the child.
 - b. Remove the child from the scene of the incident.
 - c. Discuss the situation with the child in a loving way.
 - d. Observe the child to ensure that he/she doesn't bite again.
 - e. Inform the child's parents of the incident, both biter and victim.
 - f. Document the incident (using incident report document).
2. Second offense:
 - a. Immediately call the child's parents and inform them that the child will not be allowed to stay in the room that day. The child will be welcomed back the following week.
3. If biting continues for three weeks consecutively, a meeting with the parents will be scheduled to determine next steps.

POLICY

After each service, areas will be cleaned using the following procedures:

PROCEDURES

1. Straighten small group area.
2. Place activities back on carts and curriculum supplies in tubs (multiple services use the same supplies).
3. Keep sink and bathroom area clear.
4. Sweep floors as needed.
5. Nursery volunteers should place all dirty laundry in the basket including used sheets.
6. After each service, volunteers should clean all toys that stay in the rooms with disinfecting spray/wipes. No cloth toys and books are allowed for infection control purposes.
7. All snack items should be returned to the snack bin, bags sealed, and trash put in the trashcan.
8. No open food or drink should remain in in the rooms or offices.
9. Carpets should be spot-cleaned using directions/supplies in the Hazmat Kit. The kit is kept at NextGen Guest Services. Cushions should be spot cleaned with the cleaner kept in the cabinet. Carpets and upholstery are professionally cleaned throughout the year.

POLICY

In keeping with our goal of partnering with parents, team members should check each child's diaper, changing if needed, prior to parent arrival. Each nursery room is equipped with a clearly visible diaper changing station, and diapers should only be changed in the approved areas. The following procedures will be followed:

PROCEDURES

1. Wipe/wash hands with soap or hand sanitizer before changing a diaper.
2. Place the soiled diaper in a plastic bag before placing it in the trash.
3. Wipe the changing pad down with disinfecting wipes.
4. Wipe/wash hands with soap or hand sanitizer.

POLICY

For the physical safety and emotional well-being of all children/students in our program, the following procedures will be followed:

PROCEDURES

1. If a child/student needs correction because of behavior, he/she will be given positive verbal encouragement to redirect his/her behavior.
2. If the behavior continues to be disruptive, the child/student is removed from the group, and a volunteer will speak to the child/student a second time.
3. If the behavior continues, a request for the parent/guardian will be placed and the child/student will lose his/her privilege of staying for the time remaining in service.
4. The privilege of participating in the program will be given back at the start of the next service, and the child/student will begin with a clean slate.
5. Should a discipline issue arise that cannot be resolved by the volunteer within the program, the staff member will assume responsibility for the child/student until a parent/guardian can be reached.
6. No form of physical discipline is acceptable.
7. In the event of a fight or physical altercation, staff/volunteer will verbally redirect children/students involved and will try to avoid physical intervention unless the child/student poses a danger to others or him/herself. In these instances, staff/volunteer leaders are allowed to restrain a child/student with appropriate physical force, as needed. Uncontrollable or unusual behavior should be reported immediately to parents and staff.
8. During overnight events, retreats and/or camps, a parent/guardian must agree to respond quickly to any calls received from staff/volunteer leaders regarding their child's/student's behavior. In the event the child/student becomes a danger or distraction to themselves or others, or consistently disobeys the authority of staff and volunteers, the parent/guardian must agree to come and remove the child/student from any church event (local or distant).

POLICY

For safety and quality while dropping off kids for services, the following procedures will be followed:

PROCEDURES | KIDS ENVIRONMENTS

1. Parents/guardians of preschoolers are to remain outside the room when dropping off children unless guided by a volunteer. Parents/guardians or a responsible party of children (birth through 5th grade) are to remain at the church facility while their children are in NextGen environments during service.
2. Kids are encouraged to bring friends and family. If the child they bring is younger, and they want to stay together, they will both go to the younger environment. This provides the best experience for the visiting child, and also helps our volunteers maintain teaching at the appropriate level.
3. Doors open 15 minutes prior to the beginning of each service, and all participants should be picked up within 15 minutes after programming ends.
4. For children of volunteers, the provision is made to check in children 10 minutes before VIP. Children must remain with parents/guardians through VIP until official check in begins. This ensures that:
 - › Children are entering the program designed for them at the beginning.
 - › The parent/guardian is connecting with the volunteers that will be serving with their children.
 - › The volunteers are best able to manage the transition between services and also participate in VIP.
5. Each new family must complete a registration form.
 - › Guests will be given a Guest Bag, and each child will receive a postcard.
 - › Greeters will take the child and parent/guardian to the appropriate area and introduce them to the Small Groups Coordinator/Coach.
 - › Children with special instructions will be given an 'Alert' sticker notifying the volunteers of special instructions which can be found on the registration form.
 - › For special needs requiring medical attention or more assistance, (i.e., seizures, Down syndrome), the Special Needs Coordinator will be notified and will meet the family to explain the Special Needs Process.
6. Each child will be checked in and given a nametag. Diaper bags will be issued a matching tag, and parents/guardians will be issued a security tag for pick up process.
7. Each family and child will be greeted upon entering the environment.
8. Unauthorized adults will not be allowed in the environments without a parent/guardian tag or guest tag with escort.
9. Every child must be wearing a nametag to enter the environment.
10. If for some reason the child has been assigned to the wrong group, the child will be relocated and the parent notified at pick-up. The coordinator/staff member will notify NextGen Guest Services to revise assignment in church database.

PROCEDURES | AMP'D (MIDDLE SCHOOL) ENVIRONMENTS

1. Students may check in 30 minutes before service start times, and doors open 15 minutes prior to posted service times.
2. Each student will be greeted upon entering the environment.
3. Each middle school student will check in for attendance.
4. Unauthorized adults will not be allowed in the environments without a guest tag with escort.
5. Students are encouraged to bring friends and family. If the child they bring is younger, and they want to stay together, they will both go to the younger environment. This provides the best experience for the visiting child/student, and also helps our volunteers maintain teaching at the appropriate level.
6. Students may remain on campus without a parent present.

PROCEDURES | GRAVITY (HIGH SCHOOL) ENVIRONMENTS

1. Each student will be greeted upon entering the environment.
2. Each high school student will check in for attendance; students are not required to wear nametags.
3. Unauthorized adults will not be allowed in the environment.
4. Students may remain at Gravity without a parent present.

POLICY

In order to maintain a safe environment for children and students, the following procedures will be followed:

PROCEDURES

1. In the case of an accident, regardless of child, student or adult, a staff member will be notified, an incident report will be completed (using incident report form) and put in the Director's mailbox.
2. First Aid Kits are located at NextGen Guest Services, Treasure Cove and The Studio.
3. If there is a spill of bodily fluids (due to cuts, nosebleeds, vomit, etc.), latex gloves must be worn when cleaning. Gloves can be found in the Hazmat Kit located at NextGen Guest Services. If additional assistance is needed, staff/volunteers may engage assistance from the GBC Facilities team.
4. NextGen volunteers and staff members are not authorized to administer over the counter or prescription medications. In the event a child needs more attention than can be provided, the parent/guardian will be notified.
5. In emergency situations only and with the parent's/guardian's prior consent, staff/volunteers may administer inhalers/epi-pens.
6. If a parent/guardian is not called out of services or is not present on campus, parent/guardian will be contacted and informed of any incident that occurred.

POLICY

Every effort is made in NextGen to keep our environments safe and secure. During programming, volunteers with nametags, adults with parent/guardian tags, staff with name badges and authorized guests with tags are the only people allowed in NextGen environments. The following procedures will be followed:

PROCEDURES

1. VOLUNTEER IDENTIFICATION:

- a. All volunteers are required to wear a nametag while serving. When volunteers check in to serve, a nametag will be issued.
- b. All volunteers are strongly encouraged to wear their NextGen serving t-shirt when serving on a Sunday. T-shirts are issued after a volunteer has been fully processed as a NextGen volunteer.

2. GUEST IDENTIFICATION:

- a. Guests are welcome and need to be escorted by and remain with a NextGen volunteer or staff member at all times.
- b. Unauthorized adults are never allowed into NextGen environments.
- c. If a potential volunteer is interested in observing, they must register as a guest at NextGen Guest Services and be escorted by a NextGen volunteer or staff member. They will be issued a guest tag.
- d. Any person seen in the environments without proper identification will be escorted out of the NextGen environment.
- e. Guests may observe the program or be an extra pair of helpful hands, but they may not teach, hold the children, or take them to the bathroom.
- f. Friends of NextGen volunteers are encouraged to visit on a limited basis and must wear a guest tag while remaining with the NextGen volunteer.

3. PARENT/GUARDIAN IDENTIFICATION:

- a. Parents/guardians are welcome anytime in the NextGen environments but must have proper identification.
- b. Parents/guardians are discouraged from entering the preschool room. On some occasions a parent/guardian can stay at the start of programming to help their child settle in; this must be approved by the coach.
- c. Once service is over, parents/guardians with tags are allowed to enter the environments to pick up their children. Tags will be checked upon entering and matched with the child's tag as they leave according to the pick-up policy.
- d. Nursing moms are encouraged to use the nursing moms area in the nursery.

POLICY

In order to partner with parents/guardians and maintain a safe environment for children and students, documentation will be made when an incident occurs, and the following procedures will be followed:

PROCEDURES

1. The coordinator/staff member will be alerted and remain with the injured child/student.
2. All information concerning the incident will be given to the coordinator/staff member.
3. If parents/guardians need to be notified, the tag number will be taken to the NextGen Guest Services, and the parent/guardian will be contacted. Phone numbers can be found in the database or on the registration forms.
4. If the injury is serious enough to require immediate medical attention, and there is none available, the coordinator/staff member may choose to call for emergency services before notifying the parents/guardians.
5. NextGen Guest Services will contact Safety and Medical Emergency person on call.
6. After the appropriate people have been notified, volunteers will:
 - a. Remain calm.
 - b. Reassure all the children/students, including the injured child/student.
 - c. Remove other children/students, if needed, from the area as soon as possible.
7. An Incident Report Form will be completed by the coordinator/staff member and put in the Director's mailbox. Forms are located at NextGen Guest Services.
8. If a parent/guardian was not called out of service, they will be informed of any incident that occurred at parent pick up.
9. First Aid Kits are located in NextGen Guest Services, Sonshine Island, Treasure Cove, and The Studio.
10. In the case of any non-accident or injury that is a cause for concern, a coordinator/staff member should be informed immediately. In addition to a conversation with a coordinator/staff member, an Incident Report Form will be completed and the Reporting Policy will be followed.

POLICY

From time to time a parent/guardian may be called out of service to care for a child/student. When this occurs, the following procedures will be followed:

PROCEDURES

1. If a parent/guardian needs to be called at any time during the service, NextGen Guest Services will be notified.
2. The parent/guardian will receive a text message requiring their attention immediately.
3. Parents/guardians may not leave their children/students under the supervision of NextGen without an accurate cell number on file.

POLICY

Parent/guardian tags are required for birth through 5th grade dismissal. Tags must be removed and matched by a NextGen volunteer upon parent/guardian pick-up. A child must not be released without a matching tag. For safety and quality in programming, the following procedures will be followed:

PROCEDURES

PRESCHOOL (SONSHINE ISLAND)

1. Parents/guardians picking up children on Sonshine Island are to remain in the hallway and wait for assistance from a NextGen volunteer.
2. Before leaving the room, volunteers will receive the parent tag, match it with the child's tag, and remove the child's tag before releasing the child to the parent.

ELEMENTARY (TREASURE COVE)

1. Parents/guardians picking up elementary students are allowed into the environment after presenting a parent/guardian tag.
2. Parents/guardians will pick up their child from small group and tags will be matched upon exiting the environment.
3. Before leaving the room, volunteers will receive the parent tag, match it with the child's tag, and remove the child's tag before releasing the child to the parent.

STUDENTS (AMP'D AND GRAVITY)

1. Students are dismissed at the end of service without a parent/guardian.
2. Parents/guardians are encouraged to coordinate a meeting place with their student following service.

LOST TAGS

1. If the parent/guardian tag has been lost the parent/guardian needs to bring proper identification to NextGen Guest Services and a temporary tag will be issued.
2. If the child loses the tag while in a NextGen environment, coordinators/coaches should verify child identification before a child may be released to the parent/guardian.

POLICY

Grace Bible Church will report any suspicion of abuse and/or neglect by a leader, staff member, teacher, worker, family member or another individual. The state of Virginia designated the definitions below, and the following procedures will be followed:

PROCEDURES

1. NextGen volunteers need to be familiar with the following definitions:
 - a. Physical Abuse can be defined as any child younger than age 18 whose parents or other person responsible for their care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon the child a physical or mental injury by other than accidental means or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including, but not limited to, a child who is with their parent or other person responsible for their care
 - b. Neglect is defined as any child younger than age 18 to whom any of the following apply:
 1. Whose parents or other person responsible for their care neglects or refuses to provide care necessary for their health;
 2. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian, or other person standing in loco parentis;
 3. Whose parents or other person responsible for their care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for their care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender.
 - c. Sexual Abuse is constituted through parents or other person responsible for care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law.
 - d. Emotional Abuse includes any child younger than age 18 whose parents or other person responsible for their care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon the child a mental injury or creates a substantial risk of impairment of mental functions.
2. NextGen team members are mandated reporters. They are required to report any dangerous or potentially dangerous situations to a staff member immediately. Including:
 - a. If a child/student is being harmed, neglected, or abused.
 - b. If a child/student is harming or abusing someone else.
 - c. If a child/student is harming or at risk of harming themselves.
3. Suspected abuse is to be reported to ministry staff and/or NextGen Executive Director in a timely manner.
4. Once a volunteer suspects possible abuse of a child/student, the child/student may not be interviewed further regarding the abuse. This may be considered as leading the child/student.

5. The suspected abuse should not be discussed with other volunteers, parents/guardians, etc. All information regarding the child/student should be kept confidential within ministry staff and proper legal authorities.
6. If it is deemed necessary, a report may need to be filed by the person who received the report in concert with NextGen Executive Director, staff member and/or Safety Team Director. Confidentiality will be maintained as much as possible.
7. If a volunteer or staff member is suspected or accused of abuse, it should be reported to NextGen Executive Director/Executive Pastor immediately. (See #5 above)
8. Even if the situation does not warrant a report, we will complete and keep on file an Incident Report Form describing the reported abuse, accident, injury, and communications among the involved parties. Reports will be kept confidential and shared only with those who have a “need to know.”

POLICY

In an effort to partner with parents and provide for the needs of children/students with allergies, appropriate snacks may be offered and/or provided in phase environments.

PROCEDURES

1. In general, goldfish crackers are offered to preschool age children and Cheerios in the nursery. Snacks are not regularly provided in the elementary environment. Food may be provided in the student phases.
2. Any additional food items (other than goldfish or Cheerios) must be written on an “Allergy Alert” sign and posted for parents/guardians to see for preschool and elementary parents/guardians.
3. If a child has a severe allergy, an ‘Alert’ sticker will be given at check-in/registration, and a separate snack will need to be brought by the parents/guardians.
4. In addition to the above precautions, parents/guardians will be expected to mention the allergy to volunteers each time before leaving a child.
5. A snack may be provided for Treasure Cove children that stay for two services.
6. We trust that students (middle and high school age) will take responsibility for their own allergies.
7. Contact with peanut products should be avoided at all times in the children’s environments.

POLICY

Every effort is made in NextGen to keep our environments safe and secure both on campus and online. Since many of our children/students communicate via phones, social media and other forms of technology, it is important that our volunteers maintain healthy boundaries that are above reproach. As a result, the following procedures will be followed:

PROCEDURES | GENERAL

1. Leaders should be cautious to avoid anything of a sexual nature when talking with students over social media/texts/etc. Even over the phone, leaders should proceed with caution.
2. Serious conversations must be saved, or screenshots must be taken to avoid misinterpretation.
3. For communicating with children/students by text, leaders should never send a private (non-group) text to a child/student of the opposite gender. Staff members may occasionally text a student of the opposite gender for reasons such as: remind them about an event, rehearsal, meeting, or ongoing ministry task(s).
4. It is recommended that leaders do not follow or friend students they do not already know and have established a relationship. Even for students that leaders do know, it is recommended that they allow children/students to initiate the friend/follow request.
5. To protect the influence volunteers have as leaders, they must refrain from posting the following on social media:
 - a. Divisive political posts,
 - b. Anything with coarse language,
 - c. Immodest or inappropriate dress,
 - d. Anything drug related or displaying irresponsible consumption of alcohol, and/or
 - e. Liking pages and profiles that would be considered profane.

PROCEDURES | SOCIAL MEDIA APPLICATIONS

1. YouTube Live Stream
 - a. Whoever hosts the live stream must monitor comments and remove any inappropriate comments.
 - b. If any user makes inappropriate comments or messages on videos (live stream or not), they are to be blocked and reported.
2. Zoom
 - a. When students are being let into a virtual meeting space, they should only be approved to enter if the leader or host recognizes his/her name. If needed, hosts may invite individuals to one Zoom, and once approved may send him/her to a breakout room with other students.
 - b. If the leader doesn't recognize the name of the student, the leader should text the group and verify it is a student using a different name other than his/her own.
 - c. If only one adult is present, the call must be recorded before the students sign on and the recording should only be ended after the students leave.
 - d. If recording isn't possible, a second leader must be assigned to the group before the meeting may begin.
3. Personal Social Media Interactions (Instagram, SnapChat, TikTok, Facebook, Messaging)
 - a. All one-on-one interactions with students should be of the same gender.
 - b. Leaders should refrain from liking images of students of the opposite gender; however, commenting is acceptable as intent and context is easier to discern.

POLICY

At no time is any person permitted to open carry a firearm or weapon of any type while on Grace Bible Church property or during a church sponsored event. A weapon is defined as, but not limited to, any firearm, knife, or blunt object intended for the use in harming or injuring another individual.

Any NextGen volunteer who has a permit to carry a concealed weapon and wishes to carry a weapon while attending or serving in a NextGen environment, may do so only while serving in NextGen Guest Services and/or outside of the phase room.

It is the intent of Grace Bible Church to provide a safe environment free from distractions. Failing to abide by this policy can result in being banned from all Church Properties and Events.

Exception to the above listed rules are Law Enforcement/Police officers during the performance of their lawful duties.

The following procedures will be followed:

PROCEDURES

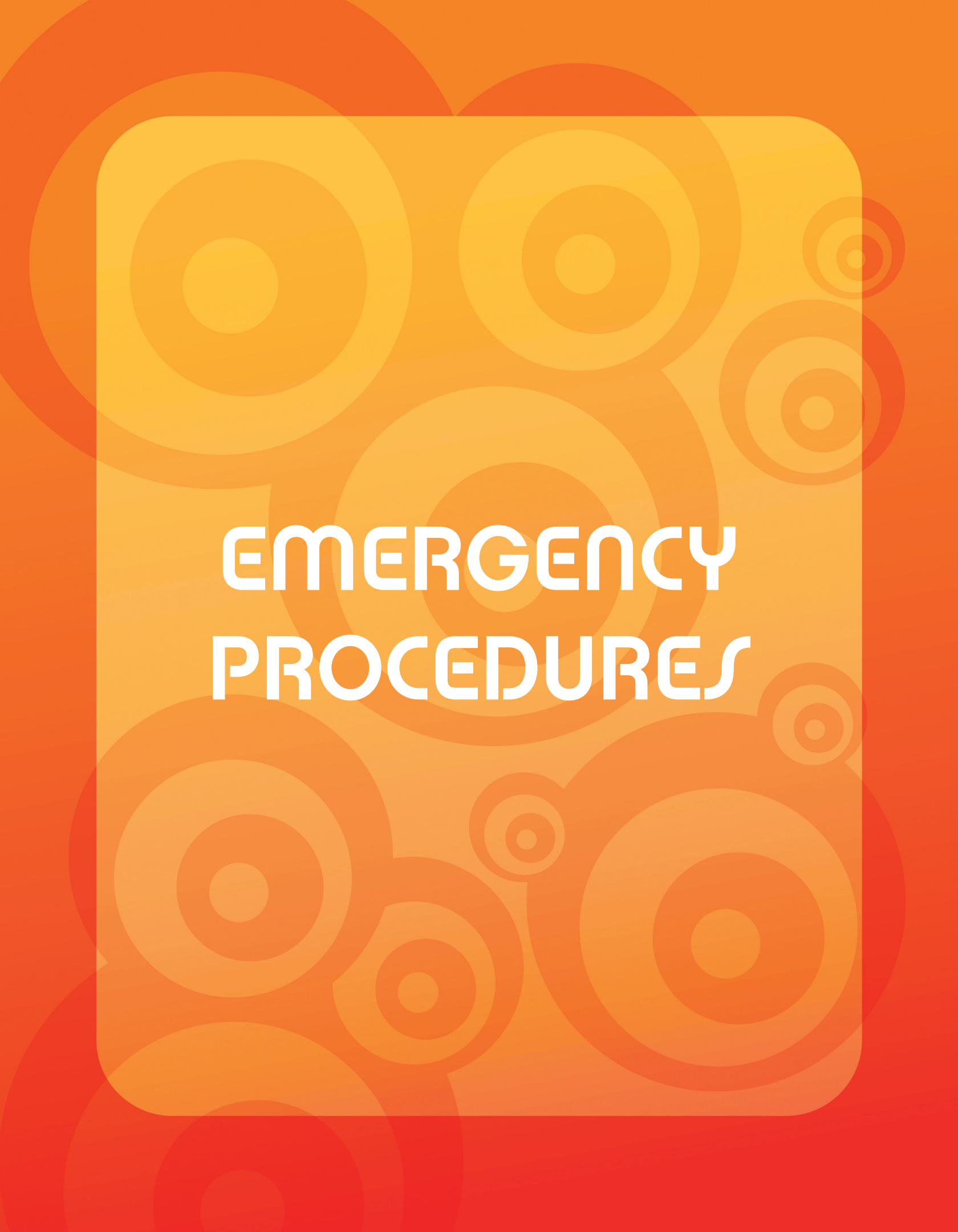
1. All NextGen volunteers must complete a comprehensive background check before participating in a NextGen environment.
2. In addition, each volunteer is required to fill out an application and covenant, provide references, and complete orientation before volunteering.
3. During orientation and the volunteer processing, staff will inform each potential candidate of NextGen policies and procedures, including the NextGen Weapons Policy. Volunteers who wish to conceal carry a weapon will not be permitted to serve within a phase room.
4. A signed copy of the NextGen Volunteer Orientation Checklist will be filed in LEAD.
5. In the event a volunteer is conceal carrying a weapon at any time in a phase room, he/she will be asked to leave the area.

POLICY

In an effort to partner with parents/guardians, protect our volunteers, and promote wellness, the following procedures will be followed:

PROCEDURES

1. The following symptoms prevent wellness for children/students and team members and will not be permitted in our programs:
 - a. Fever
 - b. Green/yellow runny nose
 - c. Excessive coughing
 - d. Questionable rash
 - e. Diarrhea
 - f. Vomiting
 - g. Skin infection (ex. impetigo, ringworm)
 - h. Pink-eye
 - i. Any communicable disease
2. Children/students and team members must be fever free for 24 hours before participating in the program.
3. Team members are not allowed to administer medication. If a child requires special medication, the parent/guardian must return to the program at the appropriate time to administer medication. Inhalers/epi-pens may be administered by a volunteer in emergency situations only and prior parental/guardian consent.
4. If there are questions regarding the wellness of any child/student a coordinator/staff member should be contacted immediately.
5. Parents/guardians will be notified when a contagious disease has been reported.
6. NextGen volunteers will help prevent the spread of illnesses by washing and sanitizing their hands frequently:
 - a. Upon arrival
 - b. Before and after a diaper change
 - c. After accompanying a child to the restroom
 - d. After contact with bodily fluid (wiping a nose, etc.)
 - e. Before handling food
7. NextGen volunteers will instruct children/students to wash their hands:
 - a. After using the restroom
 - b. After wiping his/her nose
 - c. Before eating



EMERGENCY PROCEDURES

Parents will be told that all children/students will be evacuated from the building, be available for pick-up at the east tree line, and that children (Sonshine Island and Treasure Cove only) will not be released without a matching security tag/identification verification.

NEXTGEN GUEST SERVICES TEAM

1. NextGen Guest Services team will close entrance to Sonshine Island (SI) preventing parents from entering.
2. The Coordinator or Coach of NextGen Guest Services will take check-in rosters, new registration forms, computer and Emergency Bin and leave by the front door and join the rest of NextGen on the tree line. All other team members will assist in evacuating SI. If evacuation occurs during drop-off or pick-up, we will ask parents to exit through SI front door, closest to NextGen Guest Services.
3. NextGen Guest Services Director/Coordinator will be the last to exit.

SONSHINE ISLAND

1. Red Cross bags need to be picked up, which have evacuation supplies (ropes and tablecloths).
2. Nursery, Turtles, Starfish, and Dolphins will leave the building through the door in their classroom.
3. Nursery will utilize safe baby apron and cribs to evacuate.
4. Seahorses will leave through classroom door and proceed down hall and out of the back hallway door.
5. All groups need to proceed to the tree line, carefully crossing the parking lot, sit down, and await further instructions.

TREASURE COVE AND THE STUDIO

1. Amp'd/Gravity
 - a. If in large group, NextGen Guest Services team member will take Amp'd/Gravity bin, computer, Guest registrations and follow students out of the back door, proceed down the back stairs staying on the left of the stairwell, and out to the tree line.
 - b. If in small groups in either conference rooms or starting point rooms, students and leaders will exit the building down the back steps (closest to the elevator) and exit the building out of the side door (closest to elevator). Students and leaders should proceed carefully across the parking lot, reassemble on the tree line, and sit to await further instructions.
 - c. If in small groups in office spaces, students and leaders will exit the building down the front stairwell (near NextGen Guest Services) and exit the building out of the east side entrance, and out to the tree line. Amp'd Guest Services volunteer will follow the students out of the building.
2. Treasure Cove will dismiss out of the back door that leads to the back stairwell.
 - a. They will start with the class closest to the back door and proceed until the 4th/5th grade students are out of the environment.
 - b. They will stay to the right of the stairwell as they go downstairs.
3. Both groups will continue downstairs and exit the door directly at the bottom of the stairs.

ALL PHASE AREAS

1. In each department, Coordinators will direct Coaches to take emergency bags and clipboards, help Small Group Leaders to line up children/students, and disperse throughout the lines to ensure steady progress out.
2. Coordinators will walk through each room (including bathrooms) to make sure everyone has exited and join others to help match children with their parents.
3. All volunteers will remain with the children until released by a Coordinator, Coach, or Director.

IN CASE OF ANY EMERGENCY, WALKIE TALKIES AND PHONES NEED TO BE ON AT ALL TIMES.

SONSHINE ISLAND

1. NextGen Guest Services takes laptop, emergency bin and any new guest forms and enters SI hallways using wedges to secure doors in closed position.
2. If for some reason the Guest Services Director is unable to secure doors, we need to follow the Order and Person of Authority listing.
3. Order & Person of Authority:
 - a. NG Guest Services Director
 - b. If NGGS Director unavailable – NG Guest Services Coordinator
 - c. If NGGS coordinator unavailable - NG Guest Services Coach
 - d. If NGGS Coach unavailable - SI Coordinator
 - e. If SI Coordinator unavailable - SI Director
4. NG Guest Services will proceed to Volunteer room.
5. SI Coordinator will instruct room coaches to lock doors and position students to the appropriate rooms and hiding positions:
 - a. Turtles to Seahorse room
 - b. Starfish to Dolphin room
 - c. Nursery to nursing area and bathroom
6. In rooms leaders and students will:
 - a. Turn lights to off position,
 - b. Remain quiet, and
 - c. The Coach in the Seahorse room will need to lower the blackout curtain on the door not usually opened during services to ensure room is safe.
7. All will remain in room until the ‘all clear’ signal is given by the Safety Team or police. Stay put if the fire alarm sounds.

TREASURE COVE/STUDIO (AMP'D / GRAVITY)

1. When the lockdown call is given over the radio:
 - a. In TC the Coordinator will be in charge of locking down the door with the wedges.
 - b. For Amp'd, the Host Team will take their bin and computer and lockdown the studio doors with wedges. If the host team is unable to lock doors, the Coordinator will lock doors. If the Coordinator is unable, the Director will lock doors.
 - c. For Gravity, the small group leader (SGL) will take their bin and computer and lockdown the studio doors with wedges. If the SGL is unable to lock doors, the Coach will lock doors. If the Coach is unable, the Director will lock doors.
2. Once front doors are locked, check to make sure back doors are shut and locked.
3. If students are already in breakout rooms, leaders need to:
 - a. Lock doors,
 - b. Turn lights to off position,
 - c. If possible, place furniture in front of doors to obscure view of children/students, and
 - d. Keep children/students as hidden as possible.
4. All leaders need to:
 - a. Turn lights to off position and
 - b. Help children/students remain quiet.

IN CASE OF A LOCKDOWN, WALKIE-TALKIES NEED TO BE TURNED ON WITH EARWIG, AND CELL PHONES SHOULD BE ON AND SILENCED.

NextGen Guest Services Team will confirm evacuation with Grace Safety Team and will initiate evacuation.

Parents will be directed to the front middle sliding doors and will be told that all children will:

- › be evacuated from the building,
- › be available for pick-up in the grassy area in the back (elementary and middle) and/or right side (preschool) of the building after Safety Team as confirmed an “all clear”, and
- › not be released without a matching parent/guardian tag for identification verification (birth-5th).

In each department, the Coordinators will direct Coaches to:

- › take emergency bags and clipboards and
- › direct Small Group Leaders to line up children to exit.

Preschool bags will have walking ropes for children to hold and cribs with wheels for transporting multiple babies.

Sonshine Island children and volunteers will exit the building out of the emergency doors at the back of the Sonshine Island hallway and go to the center back grassy area of the building.

All Amp'd students will exit the building through the Treasure Cove hallway and proceed to the back of the building to the grassy area at the back of the building.

All Treasure Cove kids and volunteers will proceed down the back hallway and straight back to the grassy area at the back of the building.

Children will be directed to sit in circles with their small groups and wait for parents.

Coordinators will walk through each room (including bathrooms) to ensure everyone has exited. They will join the others and help to match children with parents.

NextGen Guest Services team will take check-in rosters, new registration forms, computer and Emergency Bin with them out of the building. They will remain in two groups and assist Treasure Cove and Sonshine Island Coordinators and Coaches to organize children and match them with parents.

IN CASE OF ANY EMERGENCY, WALKIE TALKIES AND PHONES NEED TO BE ON AT ALL TIMES.

SONSHINE ISLAND

1. The “lockdown” call will be given over the radio by Safety Team.
2. NextGen Guest Services grabs emergency bin and immediately enters and closes SI hallway doors, using wedges to lock doors.
3. If for some reason the Guest Services Director/Coordinator is unable to secure doors, please follow the Order and Person of Authority below.
4. Order and Person of Authority:
 - a. NG Guest Services Director
 - b. If NGGS Director unavailable – NG Guest Services Coordinator
 - c. If NGGS Coordinator unavailable – NG Guest Services Coach
 - d. If NGGS Coach unavailable – SI Coordinator
 - e. If SI Coordinator unavailable – SI Director
5. NG Guest Services will proceed to any of the offices on the right side of the hallway, close and lock the doors, and pull down the window screens.
6. SI Coordinator will instruct coaches to lock all doors and position students into hiding positions away from the line of sight of all doors.
7. In rooms, leaders and students will:
 - a. Turn out lights and
 - b. Remain as quiet as possible.
8. All will remain in rooms until the ‘all clear’ is given by the Safety Team or police.
9. Under no circumstances should anyone exit the rooms until an ‘all clear’ is given by Safety Team or police. Stay put if the fire alarm is sounds.

TREASURE COVE/STUDIO (AMP'D / GRAVITY)

1. Entrance doors to TC and the TC hallway are to remain locked at all times. The TC Director/Coordinator will ensure the doors are locked before events begin.
2. When Safety Team gives the “lockdown” call over the radio or gunshots are heard:
 - a. The TC Coordinator will shut double doors into the main TC room.
 - b. The TC Director will ensure TC room/hallway doors are locked immediately, then check that all classroom doors are locked. The TC Director will enter the 4/5 room, lock it, and proceed via the secondary doors back to the main TC room. Adult leaders should coordinate these activities to ensure no one remains in the hallway.
 - c. In the 2/3 room, the room coach will lock the doors. If the sensory room is in use, any available adult in the room should lock the door.
 - d. In the Studio the Coordinator will lock doors. If the Coordinator is unable to, the Director will lock doors.
3. Room leaders should turn off the lights in all rooms and position students into hiding positions away from the line of sight. Keep students as quiet and hidden as possible.
4. If possible, place furniture in front of doors to obstruct view of students.
5. Remain in rooms until the ‘all clear’ is given by the Safety Team or police. Do not exit under any circumstances, including if the fire alarm sounds.

IN CASE OF A LOCKDOWN, WALKIE-TALKIES NEED TO BE TURNED ON WITH EARWIG, AND CELL PHONES SHOULD BE ON AND SILENCED.

NextGen Guest Services Team will confirm evacuation with Grace Safety Team and will initiate evacuation.

Parents will be directed to the front middle sliding doors and will be told that all children will:

- › be evacuated from the building,
- › be available for pick-up in the grassy area in the back (elementary and middle) and/or right side (preschool) of the building after Safety Team as confirmed an “all clear”, and
- › not be released without a matching parent/guardian tag for identification verification (birth-5th).

In each department, the Coordinators will direct Coaches to:

- › take emergency bags and clipboards and
- › direct Small Group Leaders to line up children to exit.

Preschool bags will have walking ropes for children to hold. Volunteers will carry any child unable to walk on their own.

Sonshine Island children and volunteers will exit the building out of the doors behind the pipe and drape. Nursery children and volunteers will exit the nursery directly onto the grassy area via the exit door in the nursery.

All Amp'd students will exit the building through the lobby doors nearest to the student hallway and proceed to the track.

All Treasure Cove kids and volunteers will exit the atrium doors (located behind the TC stage) and proceed to the grassy area in bus lot.

Children will be directed to sit in circles with their small groups and wait for parents.

Coordinators will walk through each room (including bathrooms) to ensure everyone has exited. They will join the others and help to match children with parents.

NextGen Guest Services team will take check-in rosters, new registration forms, and Emergency Bin with them out of the building. They will remain in two groups and assist Treasure Cove and Sonshine Island Coordinators and Coaches to organize children and match them with parents.

IN CASE OF ANY EMERGENCY, WALKIE TALKIES AND PHONES NEED TO BE ON AT ALL TIMES.

SONSHINE ISLAND

1. The “lockdown” call will be given over the radio by Safety Team.
2. NextGen Guest Services grabs emergency bin and immediately proceed to assist Sonshine Island.
3. SI Director/Coordinator will gather children into area behind the SI stage and instruct children to be quiet.
4. All will remain in rooms until the ‘all clear’ is given by the Safety Team or police.
5. Under no circumstances should anyone exit the rooms until an ‘all clear’ is given by Safety Team or police.
Stay put if the fire alarm is sounds.

TREASURE COVE

1. When Safety Team gives the “lockdown” call over the radio or gunshots are heard:
 - a. TC Director/Coordinator will gather children into the teacher workroom (TC bathroom area).
 - b. The TC Coordinator will shut double doors (entrance to hallway and TC area) and lock door to teacher workroom (TC bathroom area).
 - c. The TC Director will ensure doors are locked immediately.
2. Room leaders should turn off the lights and close blinds in all rooms and position children into hiding positions away from the line of sight. Keep students as quiet and hidden as possible.
3. If possible, place furniture in front of doors to obstruct view of students.
4. Remain in rooms until the ‘all clear’ is given by the Safety Team or police. Do not exit under any circumstances, including if the fire alarm sounds.

AMP'D

1. When Safety Team gives the “lockdown” call over the radio or gunshots are heard:
 - a. Amp'd Director/Coordinator will gather students into the closest classroom.
 - b. The Amp'd Director/Coordinator will shut and lock doors.
 - c. The Amp'd Director/Coordinator will ensure doors are locked immediately.
2. Position students into hiding positions away from the line of sight. Keep students as quiet and hidden as possible.
3. If possible, place furniture in front of doors to obstruct view of students.
4. Remain in rooms until the ‘all clear’ is given by the Safety Team or police. Do not exit under any circumstances, including if the fire alarm sounds.

IN CASE OF A LOCKDOWN, WALKIE-TALKIES NEED TO BE TURNED ON WITH EARWIG, AND CELL PHONES SHOULD BE ON AND SILENCED.



ADDENDUM



This form should be completed to record details whenever anyone is involved in an incident, which could have/did result in personal injury or property damage. Do not issue a blank form to injured person or guardian to complete and return. Submit completed form to the Safety and Security Director.

PERSONAL INJURY (LEAVE BLANK IF NOT INJURED)

Injured Person

Name _____ Age _____

Address _____

Telephone H: _____ C: _____ W: _____

Email _____

Relationship to Organization

Member Visitor Volunteer Employee Child/Student

If Injured Person is a Minor

Name of Parent or Guardian _____

Address where the Incident occurred _____

Incident Details

Date of Incident _____ Time of Incident _____

Address where the Incident occurred _____

Nature of Incident _____

Part of body injured _____

Describe immediate action taken – By whom? _____

Describe any first aid given – By whom? _____

Names of others involved (if applicable) _____

Medical Attention

Was a doctor notified? Yes No Name of physician _____

Was the injured person taken to the hospital? Yes No

Method of transportation Ambulance Private Vehicle Other _____

Name of hospital transported to _____

Addition information of how the incident occurred. Give details on all facts that led to the accident or injury. Identify the individual(s) who may have contributed to the injury (attach pages if necessary).

WITNESS' INFO

Witness Information

Witness Name _____

Telephone H: _____ W: _____

Signature _____ Date _____

Witness Name _____

Telephone H: _____ W: _____

Signature _____ Date _____

PROPERTY DAMAGE (LEAVE BLANK IF NO DAMAGE WAS INVOLVED)

Property Damage

Nature of the damage _____

Location of the damage _____

Detailed description of the damage _____

Description of incident (if there's a vehicle involved, attach owner, driver, and registration info on a separate page)

Police Details (complete only if incident was reported to the police)

Police Station Name _____ Station # _____

Name of Officer in Charge _____

Officers Phone Number _____

Police Report Number _____

PERSON COMPLETING REPORT

Name _____

Address _____

Telephone H: _____ C: _____ W: _____

Email _____

Signature _____ Date _____

Person in Charge of the Activity

Leader or Director's Name _____

If the injury occurred on premises, in what capacity was the injured on the premises?

If the injury occurred elsewhere, how is it connected with this facility/activity?

Does the injured have personal medical insurance that may apply? Yes No

Name of health insurance company _____

General Notes if Needed _____

TODAY'S DATE _____

CHILD/STUDENT NAME _____ AGE _____

BIRTH DATE _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME # () _____ WORK # () _____ CELL # () _____

WORK # () _____ CELL # () _____

SCHOOL _____ GRADE _____

To whom it may concern: The undersigned do hereby give permission for our (my) child, _____, to attend and participate in activities sponsored by Grace Bible Church.

MEDICAL RELEASE: We (I) authorize an adult, in whose care the minor has been entrusted, to consent to an X-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to this authorization.

TRANSPORTATION RELEASE: Should it be necessary, I authorize our (my) child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by Grace Bible Church.

LIABILITY RELEASE: Every activity sponsored by this church is carefully planned and adequately supervised by mature adults. However, even with the best of planning and precaution, unforeseen events can occur. In consideration of Grace Bible Church permitting my child to participate in the event, I, on behalf of my heirs, representatives and assigns, do hereby release, discharge and otherwise hold harmless Grace Bible Church and its employees and volunteers (hereinafter collectively referred to as "Grace Bible Church") and forever waive any and all claims in law or equity, demands, suits or liabilities, including claims for personal injury or loss of any kind, based upon or in any way arising out of and/or relating to my child's participation in the event, whether known or unknown and including any and all damages caused by Grace Bible Church's negligence, gross negligence and/or intentional acts.

HOSPITAL INSURANCE YES NO

Insurance Company _____

Phone # _____

Policy # _____

Physicians' Name _____

Participant's Signature, If Over 18 _____

Date _____

Parent/Guardian Signature _____

Date _____

Who should we contact in the event of an emergency?

Emergency phone numbers 1. () _____ 2. () _____

Relationship to participant 1. _____ 2. _____

Please list any allergies or special medical problems your child may have. Thank you.



Parent questionnaire for children with special needs

Grace Bible Church cares for each participant in NextGen programming. These questions are asked for the benefit of your child so that we may provide the best experience and safest environment for everyone involved. Our church and NextGen workers respect your family's right to privacy. Any information shared from this form is communicated directly with those caring for your child and only on a "need to know" basis.

Child's Name: _____

DOB: _____ Age: _____ Sex: _____ Grade: _____ School: _____

Parent(s) Name: _____

E-mail: _____ Home phone: _____ Cell: _____

My child has the following diagnosis, medical condition or learning difference: Please attach IEP if available.

What are some interests and motivating factors your child responds to or enjoys? _____

Do you foresee any challenges with your child participating in church programs? If so, what? _____

Please check any that are applicable to your child that teachers/leaders will find helpful as they minister to your child:

- | | | |
|---|---|--|
| <input type="checkbox"/> short attention span/easily distracted | <input type="checkbox"/> trouble sitting in group | <input type="checkbox"/> difficulty in social settings |
| <input type="checkbox"/> aggressive behavior | <input type="checkbox"/> tends to be possessive | <input type="checkbox"/> following directions |
| <input type="checkbox"/> speech difficulties | <input type="checkbox"/> changes in routine | <input type="checkbox"/> shyness |
| <input type="checkbox"/> fine motor skills (cutting/pasting) | <input type="checkbox"/> separation anxiety | <input type="checkbox"/> hearing challenges |
| <input type="checkbox"/> gross motor skills (walking/jumping) | <input type="checkbox"/> remaining on task | <input type="checkbox"/> interacting with peers |
| <input type="checkbox"/> trouble with sensory experiences | <input type="checkbox"/> communication | <input type="checkbox"/> seizures |
| <input type="checkbox"/> leaves classroom without permission | <input type="checkbox"/> tantrums/melt-downs | |
| <input type="checkbox"/> aversion to water, lights, mask, etc. | | |

Are there any other concerns you would like to share about your child?

Parent Signature: _____

Date: _____

(Office use only)

_____ Programming Hour

_____ SN Buddy **Not** recommended _____ SN Buddy Recommended



SPECIAL NEEDS

OBSERVATION CHECKLIST



Name _____

Service Time _____ Date _____

Location Lynnhaven Campus Norfolk Campus Strawbridge Campus

Evaluating Team Member _____

BEHAVIOR	FREQUENTLY OBSERVED	OCCASIONALLY OBSERVED	NOT OBSERVED
EASILY DISTRACTED			
UNUSUALLY FIDGETY			
UNCOOPERATIVE			
INTERACTED INAPPROPRIATELY WITH PEERS			
WITHDRAWN			
OTHER: _____			

OBSERVATION NOTES

Recommendation SN Buddy Not Recommended SN Buddy Recommended



“They were all signed up by name.” Ezra 8:20

- **Receive Name:**
 - Names come to us randomly and also through the Assimilation Process and big church recruiting campaigns like *Together*.
 - Assimilation will place Potential Volunteer (PV) in the appropriate LEAD serving ministry tag as “interested” and the serving tag owner will receive an email.
 - When a name comes in other than through Assimilation and the PV is interested in a specific department, please enter them in the appropriate LEAD serving ministry tag as “interested”. (See Serving Tag Instructions on M Drive > Family Ministry > LEAD > Instructions.)
 - When a name comes in other than through Assimilation and the PV is interested in NextGen but not a specific department, the NextGen Communications Director emails them NextGen Basics, overview and the Wufoo.
 - Once a PV’s name is entered into a serving tag, it is the tag owner’s responsibility to move them to the next step in the NextGen Volunteer Process.
- **LEAD (on going):**
 - Keep notes on progress using the “Activity Section” in the serving tag. (i.e., ppw received, background check submitted, references being checked)
 - Continue to make notes and change the PV’s status in LEAD throughout the process.
 - Follow a PV all the way through until they are either serving in NextGen or another ministry at Grace unless they determine that now is not a good time for them after all.
- **Vol App & BGC (over 18)/Student Covenant (6th-12th grade):**
 - Read the application and then compare w/what is in LEAD. Enter birthday, change address, add cell #'s etc.
 - **Submit Background Check Form to front office.** (If Patricia isn’t at her desk, she has a folder to put them in to protect privacy.)
- **Reference Checks:**
 - Forward the following NextGen Reference Check Form link to all references. <https://vbqgrace.wufoo.com/forms/m1a9505n1nyx3pi/> (The link is also found at Wufoo.com Log in: info@gracebible.church / Password: grace2956. Search for “Family Ministry Reference Check Form” and to the right “share”.)
 - Once a reference check is completed it will be forwarded back to you by the Communications Director.
 - If you do not hear back from the reference, you can forward the link to the PV to send themselves.
 - If you are anxiously awaiting references to come in, you can check Wufoo to see if it has been received. (See Wufoo login info above and go to Family Ministry Reference Check Form. Click on entries>all entries and you’ll see a list of completed references.)
 - Once a good reference is received, the PV can visit programming if the Background Check has cleared.
 - Upload Reference Checks along with the Volunteer Application and signed Student Covenant into the PV’s profile page in LEAD. (See separate instructions on M Drive in LEAD Instructions file).
 - After uploading, shred the hard copy of the Volunteer Application.

- **PD/Task List:** Always provide a PV with the Position Description (PD)/Task List for the position they are being recruited for. (M drive>Family Ministry>FM Staffing>FM PDs)
- **Visit (VIT):** After references have been checked and the Background Check Form has been submitted, schedule an opportunity for the PV to visit programming.
- **Conversation/Interview:**
 - After the PV has visited, communicate w/them to see what they think. If they are ready to get involved in the area they just visited, then move to the next step. If they aren't sure, see if maybe another department is a better fit for them.
 - **Volunteer Interview Checklist:** Make sure to use the Volunteer Interview Checklist to interview all Directors, Coordinators, Coaches and Large Group Communicators for all departments, as well as Outlet/Gravity/Amp'd SGL's. (M drive>Family Ministry>FM Staffing>Volunteer Process and Forms)
- **LEAD Rosters:**
 - Update the volunteer's serving tag details. (Serving tag instructions are found on the M drive > Family Ministry > LEAD > Instructions > FM Serving Tags.)
- **Volunteer Nametag:** Add the new volunteer's name to the Nametags to be Made list on the M drive.

*******Proceed to Orientation only after the above steps have been completed*******

- **Orientation:**
 - Determine who the volunteer will connect with upon arrival and communicate that information to them and to the leader orienting them.
 - Provide the leader responsible for orienting the new volunteer with the Volunteer Orientation Bag.
 - **Volunteer Orientation Bag:**
 - NextGen Volunteer Handbook
 - NextGen Nametag (Volunteer in Training Nametag will be used if their nametag is not made yet. It should be returned when they receive their own nametag.)
 - Flair
 - NextGen T-shirt
 - Department Specific Checklist/Task List
 - Volunteer Orientation Checklist (Once Orientation is completed, upload signed Volunteer Orientation Checklist into the volunteer's LEAD profile.)

@NEXTGEN VOLUNTEER APPLICATION

First Name	“Goes by”	Middle	Last
Address		City	State Zip
Telephone	Birthdate	Email Address	
H _____	C _____		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	T Shirt Size	S	M L XL XXL XXXL
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	CPR Certification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Expired	
Occupation	Employer		

Are you a 6-12th grade student? Yes No If yes, what’s the name of your parent/guardian? _____

How long have you attended Grace? _____

Which campus do you regularly attend? _____

Please list areas of past volunteer experience, inside or outside Grace.

Please list any recent experiences that have contributed to your spiritual growth (ex. your Community Group).

Is there anything we should know before running a background check on you? _____

REFERENCES (non-relative co-workers, friends, coaches, or teachers who know you well)

Name	Email	Phone
_____	_____	_____
Name	Email	Phone
_____	_____	_____
Name	Email	Phone
_____	_____	_____

NEXTGEN

VOLUNTEER COVENANT

Thank you for your interest in serving as a volunteer in a NextGen environment: We appreciate your willingness to take the time to complete the application process and attend one of our orientations.

There are a few things we want to make sure we say up-front as you begin the orientation process. By choosing to enter into a leadership role in one of our NextGen environments, you are entering into a position of authority. Our children and teenagers will watch you closely and take what you say seriously. We think that is a good thing. Leaders should be role models. The challenge is that being a role model is all-encompassing.

As a role model, your lifestyle is part of the equation. What you present on Sunday should be consistent with who you are in your various roles the remainder of the week.

In the past, that was all that needed to be said. There was consensus around what constituted consistency between Sunday morning behavior and life in general. As culture has changed, however, there is a need to be more specific. The three issues that surface the most have to do with sexual relationships, substance abuse, and social media.

The last thing we want to do is put you in a position where you feel pressure to teach, represent, or appear to give assent to a view on one of these subjects that you do not personally embrace. So on these three subjects, here is what we expect volunteers to communicate and model:

Regarding Sexual Behavior:

Our interpretation of Scripture leads us to teach that sex was created by God as an expression of intimacy between a man and woman within the context of marriage. The desire is for our leadership to remain consistent and clear in this teaching while preventing situations where leaders might feel forced to represent something they are not or teach something they do not believe. In light of this desire, we ask the following:

- ▶ If you are involved in a sexual relationship outside of marriage, we ask that you not volunteer in NextGen at this time.
- ▶ If you are pursuing a same-sex relationship, we ask that you not volunteer in NextGen at this time.
- ▶ In the spirit of being a good role model, if you are single and living with a member of the opposite sex, we ask that you not volunteer in NextGen at this time.

Regarding Substance Behavior:

If you have a history of alcohol or drug abuse, this might be something God uses in a positive way to steer a future generation in a different direction. If you feel that this is part of your message, and perhaps part of your motivation for wanting to get involved with NextGen, we would love to talk with you further. While we might disagree on the timing of your involvement, we don't want to miss an opportunity to partner with what God is up to in your life.

- ▶ If you have been arrested for or convicted of an alcohol- or drug-related offense in the past twelve months, we ask that you not volunteer in NextGen at this time.
- ▶ If you are currently being treated for alcohol or drug abuse, we ask that you not volunteer in NextGen at this time.
- ▶ If you have used marijuana or any other illegal substance during the past twelve months, we ask that you not volunteer in NextGen at this time.
- ▶ If consuming alcohol to the point of being unable to drive or to the point of it being illegal for you to drive yourself home is a regular part of your weekend or weeknight routine, we ask that you not volunteer in NextGen at this time.

Regarding Social Media Behavior:

The kids in your small group will visit your social media pages. So will their parents. While social media can be a great connection tool, it also serves as a window into your personal life. In light of that, we ask that you refrain from posting the following:

- › Overt or divisive political posts
- › Anything with coarse language
- › Immodest dress
- › Anything drug related or displaying irresponsible consumption of alcohol
- › Liking pages and profiles that would be considered profane

Please choose one of the two responses:

- I have read this and I do not have any questions.
- I have read this and I have questions. (A staff member will contact you soon.)

Personal Release Agreement:

As part of my volunteer experience with Grace Bible Church, I understand that my name, image (in photograph and/or video), or statements (collectively “Contribution”) may become part of a promotional video or product produced by Grace Bible Church. I grant Grace Bible Church the right to use my contribution in all forms and media and for use in advertising and promotion. I waive my right to approve of or inspect the use of my name, image, and/or statement in the product and acknowledge that I have no ownership rights in the product. I release Grace Bible Church assigns, licensees, and successors from any claims that may arise regarding the use of the Contribution including any claims of defamation, invasion of privacy, infringement of moral rights, rights of publicity, copyright or right to compensation. I have read and understood this agreement.

I understand what is expected of me as I serve in NextGen and I’m committed to doing my best to fulfill these expectations.

Applicant Signature (Please print a hard copy and sign.)

Date

I understand the commitment that the NextGen Ministry expects of my son/daughter and I accept the responsibility of keeping him/her accountable in fulfilling these responsibilities.

Parent or Guardian’s Signature (Please print a hard copy and sign.)

Date