

# EFC Irvine Risk Management Guidelines, Rules and Procedures

(5-2-2006 revised)

[0001] The purpose of this guidelines, rules and procedures for our church risk management is to provide and to ensure our church a safe and friendly environment for all members, staffs and visitors. These clauses can be revised, added or removed in any E and D Board meeting.

## Chapter one

### [0002] Children and youth protection

#### [0003] **Screening of candidates or volunteers**

[0004] A. any potential staffs and/or volunteers who are to serve children, including teachers, room helpers and childcare staffs, must

[0005] (1) fill out a biographic data form, on which attached with a job description and rules to follow.

[0006] (2) be interviewed and signed to approve by a pastor, an elder or the director of that program.

[0007] B. any temporary personnel (to be placed at the position for less than one month) may not need the above procedures. However, a familiar church member recommended by at least another member is preferred. No unfamiliar outsider can be used as temporal personnel. Also, the director of that program must be notified of the temporal placement.

#### [0008] **Nursery /Toddler procedures**

[0009] A. An adult nursery attendant, in the clear view of another adult attendant or a nursery helper, shall perform diaper changing when needed.

[0010] B. If a young child needs to go to the restroom, he or she must be accompanied by a staff or a helper. It is a common sense that man should not accompany a girl into the restroom unless he is her father. Also, a female helper may lead a young boy into the lady's room. Should the young child need further assistance, it is better his or her parent be called to the scene.

[0011] C. All children attending childcare center need to have one parent sign in the sign-in sheet, or scanning-in to check in. Children can only be released to his/her parent or designated custodian after signing out, or scanning-out in the record sheet.

#### [0012] **Minor/Youth care**

[0013] A. Do not use physical force in discipline. If the child is behaving out of control, the parent should be called immediately and have the custody returned to the parent.

- [0014] B. Any inappropriate touching is forbidden in the church or any church related activities.
- [0015] C. Activity requires sleeping over night for children or youth under 18 years old must
- [0016] (1) have the parent or custodian sign the consent form. The form must state where and when and how long the activity is going to be held.
- [0017] (2) arrange separate sleeping accommodation for different genders.

[0018] **Room Rule**

- [0019] A. When there is only one male and one female in any church room. They must leave the door wide open or stay in a room with a screen window.
- [0020] B. Try to avoid private, closed door, one to one different sexes advising (including counseling). In case this is necessary, any unreasonable and unnecessary body contact is not allowed.
- [0021] C. Pre-arrange any one to one (same or different sexes) in room advising. In case the advising is to be held in the church that advising needs to be pre-arranged and to obtain hand signed consent from at least 2 elders or 1 (other) pastor in before hand. This rule applies to all personnel including pastors.

## Chapter two

[0022] **Sexual misconduct prevention and management**

- [0023] Our church advocates the following concepts and conducts:
- [0024] (1) Man and woman are created equally and thus everyone has the equal right when working and co-working in the church activities.
- [0025] (2) One should respect physical and psychological boundaries of others. Repeated disrespect of others' boundaries physically, psychologically or verbally deems harassment.
- [0026] (3) Talk, ask, or invites with respect are good manners to establish good relationship between different sexes. However, repeated such same efforts without positive response from the other party may be construed harassment.
- [0027] (4) When any one sees any behavior misconduct of someone, he/she is responsible to report it to the Elder Board verbally or in writing. Leniency toward such behavior may lead to more serious consequences.

[0028] **Room Rule: same as [0018] to [0021]**

[0029] **Training for church staffs, members, youth to prevent sexual misconduct should be conducted once a year.**

[0030] **Proper grievance procedures:**

- [0031] 1. All misconduct or suspicious harassment cases should be referred to or be report to the Elder Board for investigation, even if it has already been exposed to the outside public and/or a law suit has been undergoing.
- [0032] 2. The Elder Board is responsible to hold a meeting right away after receiving such report to manage the case, which may involve damage assessment, investigation, case analysis, making appointment to talk with the involved individual and figuring out corrective procedures.
- [0033] 3. In order to prevent a secondary damage to the victim, the Elder Board should perform such grievance procedure in a secret, closed-door meeting manner. When talking to a female victim, at least one female counselor should participate in such meeting. The Elder Board should not force the victim to come to talk in the meeting.

## Chapter three

[0034] **General Danger and Accident Management**

[0035] A. **Be precautionary:** It is imperative for the church Boards and members

[0036] 1, to watch all hidden dangers in the church,

[0037] 2, to lower the threshold of sensing danger in the church environment,

[0038] 3, to report and/or to correct any improper setups, constructions, damages, or dangerous behaviors (for instance: children's fast running in the building)

[0039] B. **Be prepared.**

[0040] 1. We need to encourage members to take layman CPR course or the church may need to provide such course at reduced fee for members.

[0041] 2. Church maintenance group should update the first aid kit from time to time.

[0042] 3. All portable fire distinguishers need to be updated every 2 years.

[0043] c. **Be calm when it happens.**

[0044] 1. Call available doctors in our church. Or if situation is urgent , activate 911.

[0045] 2. Remember our church address is 17422 Armstrong Ave. Irvine. The nearest hospital is Western Medical Hospital at Tustin Ave., Santa Ana.