

**CHRIST CHURCH OF OAK BROOK
Child Protection Policy for Facility Users**

APPLICATION:

This Child Protection Policy (this “**Policy**”) applies to any person (a “**Facilities User**”) who has entered into a Facilities Use Agreement to hold an Event at the facilities of Christ Church of Oak Brook (“**CCOB**”) if:

- minor children (under age 18) will be present at the event and
- they will not at all times be under the direct supervision of their parents or guardians.

Such minor children are referred to in this Policy as “Protected Children”

APPOINTMENT OF ADULT LEADERS

The Facilities User must appoint “**Adult Leaders**” (age 21 or over) to supervise the Protected Children attending the event.

1. Required Ratio of Adult Leaders to Protected Children

Infants & Crawlers	One Adult Leader for every 4 - 6 Protected Children
Toddler - 2-Year Old	One Adult Leader for every 5 - 7 Protected Children
3-Year Old - Kindergarten	One Adult Leader for every 6 - 8 Protected Children
Elementary – High School	One Adult Leader for every 10 - 12 Protected Children
High School	One Adult Leader for every 12 - 15 Protected Children

2. Minimum Staffing

In no event may there be fewer than two Adult Leaders.

3. Gender. It is preferred that Adult Leaders include both men and women.

4. Responsibility for Determining Qualifications. The Facility User is responsible for determining the qualifications of the Adult Leaders and performing such background investigation as is reasonably appropriate under the circumstances. **CCOB DOES NOT ASSUME RESPONSIBILITY FOR DETERMINING THE QUALIFICATIONS OR INVESTIGATING THE BACKGROUNDS OF ADULT LEADERS.**

GUIDELINES FOR ADULT LEADERS:

The Facility User is solely responsible for ensuring that Adult Leaders comply with the following Guidelines and otherwise insure the safety of all Protected Children under their care and supervision while using the Facilities of Christ Church. CCOB EXPRESSLY DISCLAIMS SUCH RESPONSIBILITY, AND THE FACILITIES USER AGREES TO INDEMNIFY AND HOLD CCOB HARMLESS AGAINST ANY AND ALL LIABILITY, DAMAGE, COST OR EXPENSE (INCLUDING ATTORNEYS’ FEES) FOR ANY CLAIM ASSERTED BY OR ON BEHALF OF ANY PROTECTED CHILD FOR INJURY OF ANY KIND, PHYSICAL OR OTHERWISE, OCCURRING OR ALLEGED TO HAVE OCCURRED DURING USE OF CCOB FACILITIES BY THE FACILITIES USER.

1. Identification

Adult Leaders should wear name tags identifying themselves as such. The name tags must be provided by the Facilities User.

2. Early Arrival

Adult Leaders should arrive early enough to acquaint themselves with the areas and rooms scheduled for use, to greet and direct parents who are dropping off Protected Children, and to provide appropriate supervision as the Protected Children arrive.

3. Check-in/Check-out System

The Facility User must establish, and insure that Adult Leaders administer, an on-site check-in and check-out system that requires parents or guardians to:

- provide the names and ages of any Protected Children attending, along with emergency contact names and numbers; and
- provide proper identification when picking up Protected Children deemed too young to release at the conclusion of the Event.

4. Door Safety Policy

Doors of rooms where Protected Children are supervised should be monitored at all times but not locked.

5. "Two Deep" Adult Leadership

Adult Leaders should never be alone with Protected Child. At least two Adult Leaders should be present with a child at all times.

6. Discipline

Gentleness, respect and understanding must guide all actions and words with Protected Children of all ages. Discipline should be carried out through verbal questions, instruction and correction. Physical punishment must never be administered.

7. Bathroom Use

If a room where Protected Children are supervised does not have its own bathroom, an approved Adult Leader should escort a group of children to the hallway bathrooms. It should be the aim to always go in a group. At a minimum, at least one other child should go along as "a buddy"; it is never acceptable for an Adult Leader to take a child to the bathroom alone. If a younger child needs assistance in a bathroom, an Adult Leader of the same gender may assist; however, an Adult Leader must never be alone with a child in a bathroom with the door closed, and never go into a bathroom stall with a child and shut the door.

8. Diaper Changing

If nursery services are needed, only a child's parent or guardian, or an Adult Leader specifically designated by the Facilities User, may change children's diapers.

9. Reporting Responsibility

The Facility User must report, and instruct all Adult Leaders to report, to CCOB's Executive Director, David L. Melvin (tel. 630.321.6785; email dmelvin@cc-ob.org), any suspicions or allegations of abuse or neglect of Protected Children that may have occurred during the Event. The obligation to report arises whenever such suspicions arise or allegations are made, whether during or at any time after the Event. The Facility User must also cooperate, and cause Adult Leaders to cooperate, in any investigation conducted by or on behalf of CCOB.