# **Contents and Timeline**

Document	Deadline	Needed for	Completed
Verification of Completed Background Check	ASAP, no later than one month before arrival	All leaders (18+)	
JAARS Child Safeguarding (video training handout)	ASAP, no later than one month before arrival	All adults and all leaders (even if they are under 18)	
JAARS Safeguarding Behavior Agreement	ASAP, no later than one month before arrival	All adults and all leaders (even if they are under 18)	
JAARS Liability Waiver	No later than one month before arrival	Everyone	
JAARS Medical Release	No later than one month before arrival	Everyone	
Cane Creek Release and Participation Agreement (for adults)	No later than one month before arrival	All adults (18+)	
Cane Creek Release and Participation Agreement (for minors)	No later than one month before arrival	All minors	
CrossVenture Code of Conduct Covenant	2 weeks before arrival	Everyone	

Note: There are additional steps to complete. Please see the complete checklist in your Edge Leader's Manual.



# **Verification of Completed Criminal Background check**

[Date]	
Church Name	
This page is to verify that we, the leaders of(Church/School name)	<u>.</u>
have done due diligence in insuring the safety of the children in or background check on each person over 18 accompanying our und	ar care by performing a criminal
Each individual listed on this page has had their histories checked by a certified third party using public records. We the undersigned individuals have been dually vetted and cleared by our leadership	d, attest to the fact that said
Name of individuals (over 18yrs) accompanying youth to JAARS M	lission Adventure.
Name of participating adult	Date of CBC
Please provide a copy of CBC when possible and with the permission	of the person in question.
Signed this [Day] day of [Month, Year].	
Church/School authoritative representative	<b>Date</b>

## **Child Safety Information**

JAARS takes protecting children very seriously. In order to comply with our Child Safety Policy, <b>please</b>
make sure you and all adults and all leaders coming with your group have read and filled out the
following forms:

Child Safety Agreement
Verification of Criminal Background Check (CBC Verification) (not for those under
18)

In order to sign the Child Safety Agreement, you and all leaders (including leaders under 18) coming with your group must **watch our Child Safety Training video**. This is best done as a group allowing time to process the handouts that accompany the video as well as discuss the questions posed by the video.

Here is the information for accessing the video:

Link: <a href="https://vimeo.com/491466601">https://vimeo.com/491466601</a>

Password: ChildSafety

As you watch, fill out the **video handout** found in your paperwork packet.

Some leaders have found it helpful to have their entire group watch the video. If you do not already have a tool to raise safety awareness for your students, this might be a good starting place.

## **JAARS Child Safeguarding Video Handout/Discussion Questions**

**Protecting Yourself and Others** 

## **About this Course:**

As a group: come up with 4-5 reasons why JAARS is asking you to participate in our child safeguarding course.



#### **Goals for this Course:**

- Goals for you and your team:
- Goals for each child at/or visiting JAARS:

#### **Biblical Foundation:**

**1 Corinthians 12:26,27-** "If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it."

John 13:34- "A new command I give you: Love one another. As I have loved you, so you must love one another."

Romans 15:1- "We who are strong ought to bear with the failings of the weak and not to please ourselves."

Galatians 6:2- "Bear one another's burdens, and in this way you will fulfill the law of Christ."

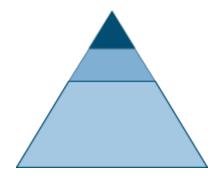
## The Five R's of Child Safeguarding

- 1. Realize
- 2. Reduce
- 3. Recognize
- 4. Report
- 5. Respond

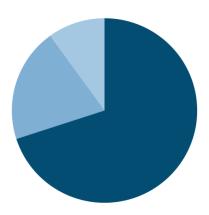


## 1. REALIZE that IN THE ABSENCE OF SAFEGUARDING, abuse occurs

- Realize That Abuse Occurs among Christians
- Realize The Levels of Prevention
  - Low Risk (bottom)
  - High Risk (middle)
  - Known Risk (top)



- Realize The Five Kinds of Abuse
  - Physical Abuse
  - o Emotional Abuse
  - Neglect
  - o Sexual Abuse
  - o Spiritual Abuse
- Realize Who is the Abuser
  - o 10% Strangers
  - o 10-30% Family Members
  - o 60-80% Acquaintances and Family Friends



• Realize What are the Risk Factors

Take 2-5 minutes as a team to list as many risk factors for youth and children as you can.

**Note**: Risk factors are conditions or variables associated with a lower likelihood of positive outcomes.

in people and e		cus on prevention and building protective factors
0	ALWAYS Be Visible	
0	ALWAYS Two, Not Just One	Reduce Isolation
0	ALWAYS Let Others Know	
0	ALWAYS Balance Power and Control	Increase Salance Power and Control
0	ALWAYS Treat Youth/Children Equally	
0	ALWAYS Cultivate Healthy Relationships	
Take 2-5 minute	es to list qualities that make for healthy relation	ships
Discuss ways th	hat you can develop these qualities and ones you	u listed in your leadership and with your group.
Take 2-5 minute	res to list key factors that lead to <b>unhealthy</b> relat	ionships
One area that n	may create great stress in a friendship is breakinຄູ	g trust by breaking the rule of <b>informed consent.</b>

**3. RECOGNIZE** when there are indicators that suggest a possible problem which may need more information to find out if a child is healthy, happy, and safe.

**Recognize**: Enabling Factors for Abuse

- if we do not **Reduce Isolation**
- it may lead to a **Potential Victim**.
- Likewise, failing to Increase Accountability
- may lead to an **Environment that Enables Access**
- and if we do not Balance Power and Control
- it could give power to a **Person Inclined to Abuse**.



What are some steps your group can take to take away one or all of these **enabling factors?** 

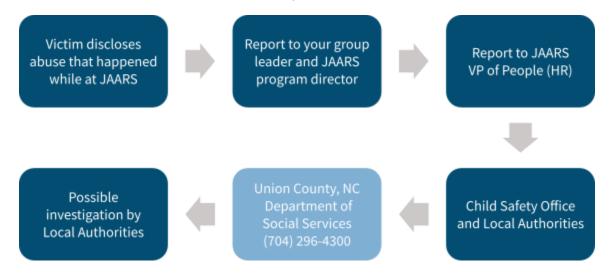
**Recognize:** Warning Signs

Physical Abuse:	Emotional Abuse:
Neglect:	Sexual Abuse:
Spiritual Abuse:	

#### 4. REPORT: Warning Signs

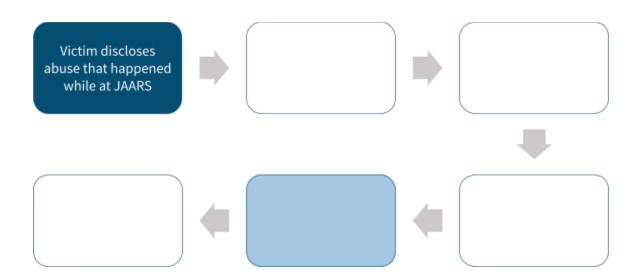
Some people see warning signs, but they do not report them. What are some possible reasons why this may be?

How to **REPORT** if Abuse Occurred on the **JAARS** Campus:



What do you do if a child, youth, or even an adult discloses an abuse that did not occur on the JAARS Campus?

- Review or develop the procedures for your church or organization.
- Some questions to consider are:
  - What is the law for your state and/or county?
  - What local authorities need to get involved?



**5. RESPOND** appropriately if a child or adult talks about possible harm they are experiencing or have experienced.

## How to Respond:

- **Listen** with compassion
- Respond with:
  - o "I am very sorry about what happened."
  - "It is not your fault."
  - o "You have done the right thing to tell me about it."
  - o "I want to help and support you."
- Explain what might happen next
  - o telling the director
  - o getting medical help

Do not make a promise to a child if you cannot keep it.

#### **CONCLUSION:**

Where we can, we want to prevent rather than respond.

Remember, JAARS has the goal for each associated child: to be safe, nurtured, and to become all that God created them to be. We want our youth and children to become all they can be in five areas: physical, mental, emotional, social, and spiritual.

As the video ends, please conclude your discussion by reflecting on two things each of you can do to create a healthier community.

1.

2.

## JAARS SAFEGUARDING BEHAVIOR STANDARD

## **Staff Behavior Standard** (as described in HR Standards)

## Staff shall behave according to the following statement of behaviors/values.

The following descriptions of positive behaviors help JAARS staff maintain high standards of ethics and professional conduct:

- Discernment- effectively diagnosing situations or conditions and making good decisions based on biblical principles
- 2. Integrity meeting the highest ethical standards in all professional dealings, thereby ensuring deeds are congruent with biblical principles
- 3. Trustworthiness trusting, respecting and supporting one another, and striving to earn the trust of our colleagues and partners
- 4. Embracing Diversity learning from and respecting the different cultures in which we work. This includes the different perspectives of our colleagues because of differences in age, gender, and culture
- 5. Ingenuity seeking new opportunities and out-of-the-ordinary solutions
- 6. Partnering with Others having an unwavering commitment to being a good partner who is focused on building productive, collaborative, trusting and beneficial relationships
- 7. Protecting People and God's Creation placing a high priority on the health and safety of my colleagues and protecting the world God created<sup>1</sup>
- 8. High Performance being committed to excellence in everything I do and striving to continually improve
- 9. Responsiveness being servant-hearted in my response to others
- 10. Professionalism acting with professional competence, diligence, and respect, in accordance with laws, rules or applicable regulations and organization policies
- 11. Fairness treating others fairly and as I would want to be

<sup>&</sup>lt;sup>1</sup> See the following Wycliffe Global Alliance <u>link</u>

### JAARS SAFEGUARDING BEHAVIOR STANDARD

## **Staff reject Unacceptable Behaviors**

The following descriptions of unacceptable behaviors, including actions that encourage or support such behaviors, help JAARS staff avoid inappropriate behavior.

- 1. Behaviors or patterns of behavior against JAARS/SIL:
  - a. Actions contrary to the written policies of SIL
  - b. Endangering the order, harmony, welfare, character or good name of SIL
  - c. Undermining the authority of the SIL leadership
  - d. Untruthful, disrespectful, abusive or destructive communication
  - e. The inappropriate use of social media
  - f. The wrongful use of corporate funds or property
  - g. Illegal, unethical, or dishonest business practices
  - h. The lack of satisfactory work performance
- 2. Behaviors or patterns of behavior that abuse substances:
  - a. The inappropriate use of alcohol or legal drugs
  - b. The use of illegal drugs
- 3. Behaviors or patterns of behavior of inappropriate relational activity:
  - a. Repeated and intentional viewing, production or distribution of pornography or child abuse images
  - Sexual activity, outside of a marriage relationship between one man and one woman (such as adultery, premarital sexual activity, homosexual activity, incest)
  - c. Indecent exposure
  - d. Beastiality
  - e. Transgender behaviors and/or practices
  - f. Inappropriate emotional dependencies
- 4. Behaviors or patterns of behavior towards others:
  - a. Conduct that endangers the safety or security of others
  - b. Acts or threats of violence against others or self
  - c. Retaliation against staff who, in good faith, report suspected illegal/improper conduct
  - d. Harassment
    - i. Discriminatory behavior
    - ii. Sexual harassment
    - iii. Personal harassment or bullying
  - e. Child Abuse
    - i. Sexual Abuse
    - ii. Physical Abuse
    - iii. Emotional Abuse
    - iv. Neglect
  - f. Other inappropriate behaviors towards children

## JAARS SAFEGUARDING BEHAVIOR AGREEMENT

# Participant/Volunteer Behavior Agreement

۱, have watched and p	participated in JAARS Child
Safeguarding video instruction. I understand the underly children and JAARS policies to insure the safety of our ch	ildren. I assume responsibility to
fully comply with JAARS Policy and its associated Standa understand that I shall face reporting and appropriate dis	
escorting off the property if I violate JAARS' Staff Behavio	- · · · · · · · · · · · · · · · · · · ·
I understand and support JAARS as a faith-based organize conduct, moral purity, love and respect for others, integral compliance. I understand that JAARS' goal as an organize brings honor to Christ. Further, I understand JAARS recognessponsibility to provide a work environment that is free and other unbiblical behaviors.	ity, ethical business behavior and ganization is to behave in a way that gnizes its moral and legal
I have never been the subject of a disciplinary action or d ministry, non-profit or other volunteer organization follow behavior towards minors (under eighteen years of age). I Safeguarding Office if I have been the subject of any inves authorities, and I have responded openly to any Child Sa	wing an allegation of inappropriate have reported to the Child stigation of such acts by civil
I agree to fully cooperate with a JAARS inquiry process sh information related to an inquiry of an alleged breach of	
I agree to inform JAARS leadership if I have reason to beli Staff Behavior Standard in such a way as to harm or pote JAARS.	-
Signature	Date
Job Title - Applies to Mission Teams Only	

## **VOLUNTARY RELEASE OF RIGHTS AND WAIVER OF LIABILITY**

**JAARS, INC.** P.O. Box 248, Waxhaw, NC 28173

# PLEASE READ CAREFULLY! BY SIGNING THIS DOCUMENT, YOU WAIVE AND RELEASE LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE FOR DAMAGES

Official Use Only	
Flight #	
Date:	
Time:	
Aircraft:	

ACTIVITY/PROGRAM: CROSSVENTURE		("CrossVenture; Mission Team; etc")		
NAME:		("Participa	nt")	
ADDRESS:	CITY:	STATE:	ZIP:	
<b>DATE OF BIRTH:</b> / / (pounds)	(mo/day/year) WEIGH	I <b>T</b> (if flying) <b>:</b>		
THIS VOLUNTARY RELEASE OF RIG				

I/We, the undersigned, have been made aware and understand that participating in any part of the JAARS Activity (including but not limited to airplane/helicopter rides, off-roading, water/boat activities, off-site as well

as on-site, etc.), **carries with it certain inherent dangers, hazards and risks**, including the potential for serious bodily injury or death. These risks include, but are not limited to hazardous, uncertain, or unpredictable wind or weather conditions or other acts of nature, mechanical malfunction or equipment failures with possible defects in design, manufacture or assembly, improper or careless use, negligent actions wholly or partly caused by other third parties beyond the control of JAARS, Inc., accidents caused by a variety of human factors, medical conditions of the participant and/or JAARS personnel, whether any of these conditions, acts or risks are foreseen or unforeseen, contemplated or not contemplated, obvious or hidden, or through omission or commission, negligence or error of any kind. Where the Activity includes overseas travel, these dangers, hazards, and risks include, but are not limited to, accident, disease, war, violence, and political unrest.

I/We, the undersigned, agree to assume any and all risks of participation in any part of the JAARS Activity (including but not limited to airplane/helicopter rides, etc.), and freely and voluntarily choose to participate in these activities with full knowledge of these risks.

**THEREFORE**, in consideration of the mutual covenants and conditions contained in this Release, I/we, the undersigned, hereby agree to the following on behalf of myself and any named minors on this document:

- 1. Waiver of Claims: To waive, release and forever discharge any and all claims and liability of any kind whatsoever that I/we may have against JAARS, Inc. and its shareholders, officers, directors, employees, agents, and representatives (all of whom shall hereafter be referred to as the "Releasees"), including but not limited to any claim for damages, relief or compensation by reason of injury, death, property damage or loss of any kind arising out of my participation in any part of the JAARS Activity (including but not limited to airplane/helicopter rides, etc.).
- 2. <u>Hold Harmless.</u> To defend, indemnify, and hold harmless the Releasees of and from any and all current or future claims, losses, and liability of any kind including, without limitation, all costs and attorneys' fees, which arise from or in any way relate to Participant's taking part in any part of the Activity, even if such loss, damage, injury, or death is the result of negligence on the part of any or all of the Releasees. If the Participant is a minor, the undersigned parent(s)/guardian(s) agrees to

- indemnify and hold harmless the Releasees from any claims, losses, costs or expenses of any kind, including attorneys' fees, which Releasees may incur as a result of any lawsuit, claim or demand
- 3. made by said minor against Releasees for any of the Activity contemplated herein, including but not limited to any such lawsuit, claim or demand asserted against Releasees after said minor reaches the age of majority.
- 4. <u>Covenant Not To Sue.</u> To covenant not to sue and agree to never initiate or willingly be a party to any lawsuit, claim, demand, prosecution or action of law for any damages, relief, or compensation by reason of injury, death, damage or loss of any kind whatsoever arising out of my participation in any part of the JAARS Activity, regardless of cause or even if due to negligence on the part of the Releasees.
- 5. <u>Scope.</u> That this Release shall be effective and fully binding upon the undersigned's heirs, next of kin, executors, administrators, and assigns in the event of death.
- 6. <u>Severability.</u> If a court of competent jurisdiction should decide that any part of this Release is illegal, or unenforceable, or void as a matter of public policy or otherwise, such a determination shall not affect the validity, or enforceability of the remaining provisions. Specifically, to the extent that it may be determined by a court of competent jurisdiction that a complete release of any legal right referenced herein is illegal, unenforceable or, then I hereby consent to a limitation of liability for any injury, death, damage or loss to no more than \$500,000.00, which damages must be specifically alleged and proved in a court of competent jurisdiction.
- 7. Choice of Law. This Release shall be governed by and construed under the laws of North Carolina. I/we agree that any legal action or proceeding relating to this Release, or arising out of any injury, death, damage or loss as a result of my participation in any party of the Activity, shall be brought only in the District or Superior Court of Mecklenburg County, North Carolina or the Federal District Court in the Western District of North Carolina.
- 8. Photo/Video Release. I/we consent to any recording of myself/son/daughter/ward on videotape, film, audio tape, paper, digital medium or otherwise, by JAARS staff, volunteers, or employees. I authorize the use of such recordings for any proper and legitimate promotional purposes by JAARS and/or its partner organizations. I further agree that JAARS may contact me with information and may use my/my child's name, likeness and biography for the purpose of promoting the JAARS and JAARS programs. If you wish your photo to not be taken or used, please make this desire known to the photographer/videographer.

I/We have been given ample time to read this Release, and each of the undersigned fully accepts its contents and conditions and agrees to them by signing this Release voluntarily. We are aware that by signing this Release that we are waiving certain legal rights which I or my heirs, next of kin, executors, administrators, and assigned may have against the Releasees.

<b>PARTICIPANT</b>					
Signature		Dat	e		
	Printed	Name			
PARENT/GUAR	DIAN			<del></del>	
Required for partic under 18 years of o		Signature			Date
		ADDRESS (if different from Participant):			
		CITY:	STATE:	ZIP:	

JAARS <u>CrossVenture</u> MEDICAL RELEASE FORM		Filing Use Group Name:
Name		
Birth date Month Day Year		
Address		
City	Zip	Phone
In Emergency, notify		Phone
Doctor	City	Phone
Health History:	Date of last tetanus Va	ccine:
Allergies:	Other Conditions:	
☐ Insect Stings	☐ Heart	☐ Ear infections (chronic)
☐ Poison Ivy, Oak, or Sumac	☐ Diabetes	■ Epilepsy/Convulsions
☐ Food:	☐ Intestinal issues (chronic)	Physical handicap
☐ Medication:	☐ Respiratory:	☐ Surgeries
☐ Other Allergies	Asthma, Bronchitis, frequent colds, etc	
If you checked any of the above, ple	ase give details (i.e., include normal tre	eatment of allergic reactions):
Name and dosage of any medication	ns regularly taken:	
Any activity restrictions:Yes _	No What restrictions?	
Dietary Restrictions?		
Medical Insurance: Company	Pol	licy Number

"In the event that I cannot be reached in an emergency, I hereby give my permission to secure and maintain and medical treatment deemed necessary by JAARS, hospitalization, injection, anesthesia, or surgery for my son or daughter. In doing so, I agree to pay all fees and costs associated with that treatment, including emergency transport."

Parent or Guardian's Signature		
Home phone:	Work phone:	Mobile phone:
	esponsibility to make sure tl	te place during a <u>CrossVenture program</u> . The insurance information is current.
List all prescription	Release of Medica	ations gular basis along with related details:
Name of Medication	Dosage of Medic	
•		that you permit your child to take gestants, antihistamines, etc.):
(::: :: F : :		<u> </u>
	Madiestian Bali	u
prescription or over-the-counter sponsoring church/school who permitted to hold any medicati responsibility, oversight or liab	er medications, will be held b will distribute the medicatio ons on his/her person. I und ility for my child.	edications sent for my child, whether by the staff member designated by his/her ons to my child and that my child is not derstand that JAARS Inc. has no medication
allergies, injuries or other cond	itions my child may have, as	he-counter medications required to treat any sidelineated above, may be administered by rofen, Tylenol, Benadryl, decongestants
Name of Parent/Guardian		Date
Name of Witness		 Date

## CANE CREEK COUNTY PARK

## RELEASE AND PARTICIPATION AGREEMENT FOR ADULTS

I am participating in a boating and water safety training event sponsored by JAARS, Inc., to be held at Cane Creek Park. By my participation, I hereby state that I agree to assume all risk of injury which could result from participation in the above-named event. I understand and acknowledge that the activities in which I will be engaged are dangerous and may well result in bodily injury. I hereby accept the premises, supervision, facilities, and equipment as being satisfactory for the event or activity named above. I have been given the opportunity to inspect the premises, equipment, supervision and facility as well as an opportunity to talk with officials of JAARS, Inc., regarding my participation in this event or activity, or waive the right to do such. I understand that immediately prior to each activity of the events stated hereinabove, I have the opportunity to inspect the premises, facility or equipment and notify the JAARS, Inc. officials of any objection to the premises, facility, equipment, or supervision, and have the choice whether or not to participate in said program or activity. I hereby release the County of Union, its officers, employees and agents from any and all possible damages or injury which would be based upon the adequacy of the premises, facilities, supervision, or equipment of the event named hereinabove. This release is effective for one year from the date of signature.

This the day of	·
 Participant (Print Name)	 Participant (Signature)

# CANE CREEK COUNTY PARK

## RELEASE AND PARTICIPATION AGREEMENT FOR MINORS

I hereby give my permission to participate and
be involved a boating and water safety training event sponsored by JAARS, Inc., to be held at
Cane Creek Park. By this authorization, I hereby approve of the event and accept the
premises, facilities, equipment, and supervision as being satisfactory for the above named
person. I understand and acknowledge that the activities in which the above named person
shall be engaged are dangerous and may well result in bodily injury. I have been given the
opportunity to inspect the premises, equipment, supervision and facility as well as an
opportunity to talk with officials of JAARS, Inc., regarding the above named persons
participation in this event or activity, or waive the right to do such. I understand that
immediately prior to each activity of the events stated hereinabove, I have the opportunity to
inspect the premises, facility or equipment and notify the JAARS, Inc. officials of any objection
to the premises, facility, equipment, or supervision, and have the choice whether or not the
above named person participates in said program or activity. I hereby release the County of
Union, its officers, employees and agents from any and all possible damages or injury which
would be based upon the adequacy of the premises, facilities, supervision, or equipment of
the event named hereinabove. This release is effective for one year from the date of signature
This the,
Parent or Legal Guardian (Print Name) Parent or Legal Guardian (Signature)



- 1. I will use respectful language, showing respect to my group members and leaders as well as other people I may meet and interact with.
- 2. I will put any electronic equipment away upon arrival so that I can better engage with the program, listen to others, and hear from God. This includes, but not limited to: game players, cell/smart phones, mp3 players, etc.
- 3. I will avoid bringing or using alcohol, tobacco, or nonprescription drugs.
- 4. I will contribute to keeping myself and others safe physically, emotionally, mentally.
- 5. I will avoid all inappropriate physical contact with others, and I agree to report any reasonable suspicion or disclosure of inappropriate behavior.
- 6. I will avoid planning or being involved in pranks during the trip.
- 7. I will wear modest clothing, including swimsuits and T-shirts, sweatshirts, etc. that have uplifting messaging.
- 8. I will obey all curfews.
- 9. I will participate with a good attitude in projects, presentations, and activities.
- 10. I will cooperate with all the rules and expectations of the JAARS Staff.
- 11. I will respect the decisions of our leadership team and follow any additional rules or expectations they communicate during the trip.
- 12. I will look for ways to expand my comfort zone

I AGREE TO HONOR THIS COVENANT. I UNDERSTAND THAT TO BREAK IT MAY RESULT IN MY BEING SENT HOME AT MY OR MY FAMILY'S OWN EXPENSE.

PARTICIPANT SIGNATURE	DATE	