AZAG KIDS

CHILD SAFETY HANDBOOK

Safety Standards, Reporting Procedures, and Safeguarding Policies
for AZAG Kids Events, Camps, Conferences, and Ministry Gatherings

REVISED AUGUST 2026

Table of Contents

1. Introduction & Policy Overview 3
2. Photography, Media & Parental Consent 5
3. Screening, Training & Leadership Standards 6
4. Overnight & Event Safety Policies 9
5. Recognizing & Preventing Abuse 11
6. Reporting & Response Procedures 12
7. Enforcement & Organizational Authority 14
8. Emergency Action Plan 15
9. Mental Health & Crisis Response Protocol 17
10. Outside Adults & Visitor Access Policy 18
11. Peer-to-Peer Incident Reporting 19
12. Grievance & Appeals Process 20
13. Volunteer Age, Insurance & Jurisdiction 21

Appendix A: Acknowledgment & Agreement (Standalone) 22

Appendix B: Mandatory Reporting Quick Reference Card 23

1. Introduction & Policy Overview

Our Commitment to Child Safety

We are committed to providing a safe, secure, and caring environment for every student attending AZAG Kids events. Protecting children is a shared responsibility of every staff member, pastor, leader, and volunteer.

Abuse, neglect, grooming behaviors, harassment, misconduct, or violations of child safety policies will not be tolerated under any circumstance.

Policy Scope

This policy applies to all AZAG Kids camps, conferences, events, transportation, digital communication, online interaction, ministry gatherings, and ministry-related activities involving minors.

Definitions

Student: Any individual under 18 years of age.

Grooming: Behaviors or actions intended to gain access to, manipulate, isolate, exploit, or abuse a child.

Reasonable Suspicion: A belief based on observations, behaviors, disclosures, circumstances, or information that may indicate abuse, neglect, misconduct, or unsafe behavior. Reasonable suspicion does NOT require certainty or direct observation.

Reasonable Suspicion — Examples: Unexplained physical injuries on a child; witnessing a leader violate a boundary policy; a direct disclosure from a child; or credible third-party information indicating possible abuse or neglect. When in doubt, report.

Leader/Volunteer: Any approved adult serving, supervising, transporting, assisting, or interacting with minors during AZAG Kids activities or events.

Approved Adult: Any individual who has completed all required screening steps — criminal background check, sex offender registry check, pastoral reference, and signed the AZAG Kids Child Safety Agreement. Approval is granted by AZMN leadership and may be revoked at any time.

Event Leadership: The designated senior coordinator(s) responsible for overseeing a specific AZAG Kids event. Event Leadership holds authority to enforce this policy, receive incident reports, and make real-time safety decisions during events.

AZMN: Arizona Assemblies of God Ministry Network, the organizational authority governing AZAG Kids events and this handbook.

Ministry Activity: Any gathering, event, trip, online interaction, or organized activity conducted under the name or authority of AZAG Kids or a participating church, whether on or off church property.

Disqualifying Conduct: Any conviction for crimes against children, sexual offenses of any kind, violent felonies, offenses involving minors, or active listing on any sex offender registry constitutes automatic disqualification from serving with minors.

Policy Review

This handbook may be reviewed and updated periodically by AZMN leadership.

This handbook is governed by the laws of the State of Arizona. In the event of a conflict between any provision of this policy and applicable federal, state, or local law, the law governs.

2. Photography, Media & Parental Consent

Photography & Image Policy

The following photography and media standards apply to all AZAG Kids events and activities:

- Official event photography must be performed only by designated, approved individuals and may not include images taken in sleeping areas, restrooms, or changing areas under any circumstances.
- No photographs or videos of minors may be posted to social media, ministry websites, or any public platform without written parental consent on file.
- Images of minors may not be shared in private messages, personal social media, or any non-official channel under any circumstance.
- Students photographing or recording other students without consent is prohibited. Leaders must enforce this standard actively.
- Any image or video discovered that may constitute child sexual abuse material (CSAM) must be immediately reported to law enforcement and to the NCMEC CyberTipline at 1-800-843-5678 or cybertipline.org. This is a federal legal obligation independent of this policy.

Parental Consent Requirements

Written parental or guardian consent must be obtained prior to participation in AZAG Kids events for all of the following:

- General event participation and ministry activities
- Emergency medical treatment authorization
- Photography and media use of the minor's image
- Transportation by ministry-approved drivers
- Off-site activities

Consent forms must be retained with the event record for the full record retention period described in Section 6. A minor without a signed consent form on file may not participate in the relevant activity.

3. Screening, Training & Leadership Standards

Screening, Training & Eligibility Requirements

All staff and volunteers serving with minors must:

- Pass a criminal background check
- Pass a sex offender registry check (required separately from background check)
- Receive a pastoral reference
- Sign the AZAG Kids Child Safety Agreement
- Undergo re-screening (background check and sex offender registry check) every two (2) years

AZMN reserves the right to deny, suspend, or revoke approval for any leader, volunteer, or staff member whose behavior, history, references, allegations, or conduct raises concerns regarding child safety, ministry appropriateness, or policy compliance, regardless of whether criminal charges or convictions exist.

Approval to serve with minors is a privilege, not a right, and may be revoked at the discretion of AZMN leadership to protect the safety and wellbeing of students.

Minimum Volunteer Age: Volunteers must be at least 18 years of age to serve in any supervisory capacity over minors. Youth helpers aged 14–17 may assist only when directly supervised by a qualified adult leader at all times and may never be counted toward required adult supervision ratios.

Prohibited Substances & Conduct During Events: Alcohol consumption, illegal drug use, and possession of weapons are strictly prohibited for all leaders and volunteers at any AZAG Kids event or ministry activity, including time off-site during multi-day events. Any leader who appears impaired must be immediately removed from all responsibilities and reported to Event Leadership.

Supervision & Visibility Standards

- Students must remain under appropriate adult supervision at all times.
- Leaders are responsible for knowing the location of their students throughout events.
- Students must never be left unattended during activities, services, or free time.

Required Adult-to-Student Supervision Ratios:

- Ages 5 and under: 1 adult per 5 students
- Ages 6–10: 1 adult per 6 students
- Ages 11–17: 1 adult per 8 students
- Overnight events: ratios apply throughout sleeping hours and all daytime activities
- Students with special needs or medical conditions may require additional supervision — coordinate with parents prior to the event

One-on-One Interaction Policy

One-on-one interactions with minors must be avoided and must always remain observable and interruptible.

- Leaders must avoid one-on-one interactions and should remain in groups of three or more whenever possible.
- Private conversations must occur in visible, public settings.
- One-on-one overnight arrangements are not permitted.
- Avoid isolated transportation situations with a single student.
- If an emergency requires brief one-on-one contact, the leader must document the circumstance and report it to Event Leadership as soon as possible.

Appropriate Physical Contact

Appropriate physical interaction must always be public, consensual, age-appropriate, nonsexual, and brief. Examples include:

- High fives
- Side hugs
- Handshakes
- Brief encouragement or comfort in public settings

Inappropriate physical interaction includes but is not limited to:

- Sitting on laps
- Lying in beds together
- Wrestling or roughhousing
- Prolonged embraces
- Touching private areas of the body
- Any unwanted physical contact
- Any contact intended to intimidate, control, or arouse

Verbal & Emotional Conduct

Leaders must speak to students in a respectful, appropriate, and encouraging manner at all times. The following behaviors are prohibited:

- Humiliation or shaming
- Threats or intimidation
- Bullying
- Sexual comments or jokes
- Harsh or degrading language
- Manipulation or coercion
- Isolating a student from others as punishment

Physical punishment of any kind is strictly prohibited.

Digital Communication & Social Media

- Communication with minors must remain ministry-related and appropriate.
- Secretive, private, or inappropriate communication with students is prohibited.

- Disappearing messages or secret messaging platforms may not be used for communication with minors.
- Parents must be included in communication whenever reasonably possible.
- All communication with minors must occur through official ministry channels or group messages that include parents or other leaders. Personal one-on-one messaging from personal accounts is prohibited.

4. Overnight & Event Safety Policies

Dormitory Safety Policies

- Males are not permitted in female dorms. Females are not permitted in male dorms.
- Students are not permitted in dorm rooms other than their own assigned dorm.
- Leaders are responsible for maintaining appropriate supervision within dorm rooms.
- Leaders must sleep in the bottom bunk nearest the main exit whenever possible.
- Leaders and students may not share beds or sleeping spaces.
- Leaders may never sit or lie on the same bed as a student.
- Leaders may not take photographs or videos of students in dorm rooms, changing areas, or sleeping areas.
- Leaders must provide students complete privacy while changing clothing, showering, or using restroom facilities.
- Leaders must always change clothing in private and may never be completely unclothed in the presence of students.
- Room entry: Leaders must knock and announce before entering any student sleeping area. A minimum of two adults must be present for any room check or entry. Leaders may not enter student rooms alone under any circumstances.

Overnight Event & Sleeping Arrangement Policies

- Appropriate adult supervision ratios must be maintained throughout overnight events, including sleeping hours.
- Overnight sleeping arrangements must separate males and females.
- Leaders and students are not permitted to share beds, private rooms, tents, or isolated sleeping spaces.
- One-on-one overnight arrangements between leaders and minors are prohibited.
- Bathroom, shower, and changing privacy must be maintained at all times.
- Leaders may not observe minors while changing, showering, or using restrooms except during genuine health or safety emergencies.
- Any emergency requiring leader entry into a changing or restroom area must be documented in writing and reported to Event Leadership immediately. Two adults must be present whenever possible.
- Leaders may not take photographs or videos of minors in sleeping, changing, or restroom areas.
- Any overnight safety concern, misconduct, boundary violation, or suspected abuse must be immediately reported to Event Leadership.

Medication Procedures

- Personal prescription medication must remain secured, locked, and inaccessible to students at all times.
- Leaders who cannot securely store medication away from students must turn medication in to designated Event Leadership.

- Leaders may not share prescription or over-the-counter medication with students or other leaders unless authorized through approved medical procedures.
- Emergency medications including inhalers, EpiPens, or medically necessary rescue medications may remain accessible to the individual prescribed when appropriate.

Bathroom & Changing Area Policies

- Leaders must give students complete privacy in bathrooms and shower areas.
- Adults may never observe students while changing, showering, or using restroom facilities except in emergencies.
- Leaders may not shower or change clothing in view of students.
- One adult may never be alone in a restroom or shower area with a single student unless medically necessary or during an emergency.
- Any such emergency must be immediately documented and reported to two other leaders or Event Leadership. Documentation must include time, location, individuals present, and nature of the emergency.

Transportation Policy

- Only drivers permitted by their church may transport students.
- Seat belts are required for all passengers.
- Leaders may not transport a single student alone.
- If solo student transport is unavoidable in an emergency, the driver must notify a second leader and a parent by phone call before the trip begins, and must document the transport in writing immediately afterward.
- Students must not leave event grounds with leaders unless approved by Event Leadership.
- Drivers must follow all applicable traffic laws and safety procedures.

Medical & Emergency Procedures

- Only authorized personnel are permitted to distribute medication when applicable.
- Medical incidents, injuries, and emergencies must be documented.
- Parents or guardians must be contacted regarding significant injuries, medical concerns, or emergencies.
- Emergency medical care may be sought if parents or guardians cannot be reached.
- If a child is believed to be in immediate danger, emergency services must be contacted immediately before any internal reporting procedures.
- Medical assistance involving physical contact with a minor (first aid, injury assessment) must be performed with a second adult present whenever possible. If not possible, the assisting leader must immediately document and report the contact to Event Leadership.

5. Recognizing & Preventing Abuse

Recognizing Signs of Abuse & Neglect

Leaders must remain attentive to signs that a child may be experiencing abuse, neglect, or unsafe living conditions. Possible warning signs may include:

- Unexplained injuries
- Fear of going home
- Frequent hunger or poor hygiene
- Sudden emotional or behavioral changes
- Age-inappropriate sexual behavior or knowledge
- Excessive independence or self-reliance that is not age-appropriate
- Repeated untreated medical concerns
- Withdrawal, fearfulness, depression, or extreme anxiety

Grooming Behaviors & Boundary Violations

Boundary violations, favoritism, secrecy, isolating minors, or grooming behaviors will be taken seriously even when abuse has not been confirmed. Examples may include:

- Seeking excessive one-on-one time with a child
- Excessive texting or private communication
- Secret gift-giving
- Encouraging secrecy
- Favoritism toward a specific student
- Ignoring established boundaries or safety policies
- Excessive physical affection or emotional dependency

Prohibited Conduct

Any behavior that compromises child safety, violates appropriate ministry boundaries, or creates an unsafe environment will result in corrective action even if not specifically listed in this handbook.

Romantic, flirtatious, or sexual interactions between leaders and minors are strictly prohibited regardless of age difference or perceived consent.

Romantic or sexual relationships between adult volunteers that affect the supervision, safety, or wellbeing of minors in their care are prohibited during ministry events and activities.

6. Reporting & Response Procedures

MANDATORY REPORTING — QUICK REFERENCE

Arizona DCS Hotline: 1-888-767-2445 (24/7)

When to call: Reasonable suspicion — NOT certainty or proof.

You may call directly. You do NOT need permission from leadership to report. Failure to report is a criminal offense under Arizona law (ARS §13-3620).

Responding to Concerns or Disclosures

If a child discloses abuse or a leader suspects abuse or neglect:

- Remain calm and listen carefully.
- Take the child seriously.
- Reassure the child they did the right thing by speaking up.
- Do not promise secrecy.
- Do not ask leading or investigative questions.
- Do not confront the alleged offender.
- Record factual observations and statements accurately.
- Immediately report the concern to the event coordinator or Network Kids Director.
- Reporting to Event Leadership does not satisfy your individual mandatory reporting obligation. You must also report directly to Arizona DCS at 1-888-767-2445 or to local law enforcement if you have reasonable suspicion of abuse or neglect.

Mandatory Reporting Responsibilities

Any staff member, volunteer, or leader who has reasonable suspicion that a child is being abused or neglected must report the concern immediately in accordance with Arizona law (ARS §13-3620) and AZAG Kids policy.

Under Arizona law (ARS §13-3620), failure to report suspected child abuse or neglect is a criminal offense. Individuals who fail to report may face Class 1 misdemeanor charges. Ignorance of this obligation is not a defense.

Individuals who report concerns in good faith will not face retaliation for making a report.

Retaliation includes but is not limited to: removal from ministry roles, social exclusion, negative communications, threats, or any form of punishment or pressure. Retaliation is itself a policy violation and must be reported to AZMN leadership.

Confidentiality & Cooperation

Reports and disclosures will be handled as confidentially as reasonably possible while prioritizing child safety and legal reporting obligations.

AZAG Kids will cooperate fully with law enforcement, child protection agencies, insurance representatives, and authorized investigations involving allegations of abuse or misconduct. All leaders, volunteers, and staff are required to fully cooperate with internal safety reviews, law enforcement investigations, child protection investigations, and insurance-related investigations.

Incident Documentation & Record Retention

All safety incidents, injuries, disclosures, allegations, major behavioral concerns, or policy violations must be documented and submitted to Event Leadership as soon as possible.

A standardized Incident Report Form must be completed for all reportable incidents. The form must include: date, time, and location; names of individuals involved; factual description of observations or disclosures; names of witnesses; and actions taken. Forms must be submitted to Event Leadership within 24 hours.

Record Retention: Incident reports and child safety documentation shall be retained for a minimum of ten (10) years, or until the minor involved reaches age 30, whichever is longer. This reflects Arizona's extended statute of limitations for civil claims arising from childhood sexual abuse (ARS §12-514).

Response to Allegations

Any individual accused of abuse, misconduct, grooming behaviors, or serious policy violations shall be immediately suspended from all ministry responsibilities. Suspension is effective upon receipt of a credible allegation and must occur within 24 hours of Event Leadership being notified. Administrative action during an investigation does not indicate guilt.

Parent/Guardian Notification: The parent or guardian of the alleged victim must be notified by AZMN leadership or the designated Event Coordinator as soon as practicable and in coordination with law enforcement where applicable. No leader or volunteer may independently contact the victim's family regarding an active allegation without authorization.

Media & Public Communications: No leader, volunteer, or staff member may issue any public statement, social media post, or communication to media regarding any allegation, investigation, or incident involving child safety. All such communications must be directed to designated AZMN leadership. Unauthorized communications are a policy violation and may have legal consequences.

7. Enforcement & Organizational Authority

Searches, Contraband, & Safety Risks

Camp or event leadership reserves the right to inspect belongings when there is reasonable concern involving prohibited items, illegal substances, weapons, pornography, or safety risks.

- Searches must be conducted by two adults of the same sex as the student whenever possible. All searches must be documented in writing and reported to Event Leadership.

Policy Violations

Failure to follow child safety policies may result in:

- Removal from leadership responsibilities
- Dismissal from events or camp
- Permanent disqualification from serving with minors
- Reporting to law enforcement or child protection authorities when applicable

8. Emergency Action Plan

This section establishes required emergency procedures for all AZAG Kids events. Event Leadership must review and communicate these procedures to all staff and volunteers at the start of each event.

Designated Emergency Coordinator

Every AZAG Kids event must designate a named Emergency Coordinator before the event begins. The Emergency Coordinator is responsible for directing all emergency responses, serving as the primary contact with emergency services, and ensuring incident documentation. The Emergency Coordinator's name and contact number must be communicated to all leaders at the start of each event.

Missing Child Protocol

If a child cannot be located, the following steps must be initiated immediately:

- Notify the Emergency Coordinator immediately upon discovering a child is missing.
- Initiate an immediate head count of all students.
- Assign search teams of no fewer than two adults each to designated areas. No leader searches alone.
- Secure all event exits and account for all remaining students. Students must not be left unsupervised during a search.
- If the child is not located within ten (10) minutes, call 911 immediately.
- Notify the child's parent or guardian.
- Document all actions taken, times, and individuals involved. Submit incident report to AZMN leadership within 24 hours.

Under no circumstances should information about a missing child be withheld from law enforcement or parents.

Lockdown & Shelter-in-Place Protocol

In the event of an external threat, dangerous individual, severe weather, or other emergency requiring lockdown or shelter-in-place:

- The Emergency Coordinator issues a lockdown or shelter-in-place directive immediately.
- All students are moved to the nearest secure interior room. Doors are locked and windows covered.
- Leaders take an immediate head count and report status to the Emergency Coordinator.
- No student or leader may leave the secure area until the Emergency Coordinator or law enforcement gives an all-clear.
- 911 is called if any individual is believed to be in immediate danger.
- Parents are notified by AZMN leadership as soon as safely possible.

Medical Emergency Protocol

In the event of a medical emergency:

- Call 911 for any life-threatening situation. Do not delay to contact Event Leadership first.
- Administer first aid only if trained and only to the extent of training.
- Stay with the student. Send a second person to notify the Emergency Coordinator and to meet emergency services.
- Notify parents or guardians as soon as possible.
- Document the incident in writing within 24 hours.

General Assembly Points

Event Leadership must designate and communicate a primary and secondary assembly point at the start of each event. All leaders must know both locations before the event begins.

9. Mental Health & Crisis Response Protocol

Youth ministry events frequently surface mental health disclosures and crises. Leaders are not mental health professionals and must not act as such. The purpose of this section is to ensure students are connected to appropriate help quickly and safely.

Disclosure of Suicidal Ideation or Self-Harm

If a student discloses thoughts of suicide, self-harm, or harm to others:

- Take every disclosure seriously. Do not minimize, dismiss, or leave the student alone.
- Stay calm. Listen without judgment. Do not promise secrecy.
- Do not attempt to counsel, assess risk level, or determine if the threat is "serious." That is not your role.
- Immediately notify the Emergency Coordinator. Two adults should be present with the student at all times.
- Do not leave the student unsupervised under any circumstances until a qualified adult has assumed responsibility.
- Notify parents or guardians immediately. If the student is in immediate danger and parents cannot be reached, call 911.
- Document the disclosure factually and submit an incident report within 24 hours.

CRISIS RESOURCES

Suicide & Crisis Lifeline: Call or text 988 (24/7)

Crisis Text Line: Text HOME to 741741

Emergency: Call 911

Mental Health Disclosure (Non-Crisis)

If a student discloses a mental health struggle that does not appear to be an immediate crisis (anxiety, depression, eating concerns, trauma history, etc.):

- Listen with care and without judgment.
- Reassure the student they are not alone and that help is available.
- Do not attempt to provide therapy, diagnosis, or clinical advice.
- Notify Event Leadership and document the disclosure.
- With parental awareness and student consent where appropriate, connect the student with available pastoral support.
- Encourage the student and family to seek professional support.

Mandatory Reporting Intersection

Mental health disclosures may also constitute mandatory reporting triggers. If a student's disclosure reveals abuse, neglect, or harm by another person, mandatory reporting obligations under ARS §13-3620 apply. Contact Arizona DCS at 1-888-767-2445 if there is reasonable suspicion of abuse or neglect underlying the mental health concern.

10. Outside Adults & Visitor Access Policy

This section governs all adults who attend or access AZAG Kids events who are not registered leaders or volunteers, including parents, observers, guests, vendors, and facility staff.

Access Control

- All adults accessing an AZAG Kids event must be identified and logged at check-in.
- Unregistered adults may not have unsupervised access to any area where minors are present.
- Parents attending events as observers must be escorted by a registered leader while in student areas.
- Vendors, facility staff, and other service personnel working in or near student areas must be supervised by a registered leader at all times.
- Any adult whose presence creates a safety concern may be removed from the event by Event Leadership without prior notice.

Custody & Release

The following requirements govern student release at the conclusion of events:

- Students must only be released to the parent, guardian, or authorized adult listed on their consent form.
- Photo identification must be verified for any adult not personally known to Event Leadership before releasing a student.
- If a custody dispute or restraining order exists, a copy of the relevant court order must be provided to Event Leadership before the event begins. Event Leadership must honor valid court orders.
- Students may not leave with any unverified adult. If there is any doubt, contact the parent by phone before releasing the student.

Unrecognized or Suspicious Adults

- Any adult on event grounds who cannot be identified or verified must be approached by two leaders and asked to identify themselves.
- If the adult does not provide satisfactory identification or appears to pose a safety risk, Event Leadership must be notified immediately and law enforcement contacted if necessary.
- Leaders must not confront potentially dangerous adults alone.

11. Peer-to-Peer Incident Reporting

This section addresses situations where a student reports abuse, misconduct, or unsafe behavior by another student, or where a student witnesses misconduct by a leader or peer.

Student Disclosures Involving Peers

When a student reports that another student has harmed them or behaved inappropriately:

- Take the report seriously. Do not dismiss peer complaints as "kids being kids."
- Follow the same disclosure response procedure as in Section 6: listen calmly, do not promise secrecy, do not investigate, document accurately.
- Separate the students involved where appropriate and ensure both are supervised.
- Report to Event Leadership immediately.
- If the reported behavior may constitute abuse, assault, or criminal conduct, mandatory reporting obligations apply. Contact Arizona DCS or law enforcement as appropriate.
- Notify parents of all involved students as directed by Event Leadership.

Student Witnesses to Leader Misconduct

If a student discloses witnessing or experiencing misconduct by a leader or volunteer:

- The receiving adult must treat the disclosure identically to any other abuse disclosure.
- The accused leader must be immediately reported to Event Leadership and separated from student contact pending review.
- The student witness or victim must not be left alone with the accused leader under any circumstances after a disclosure.
- Mandatory reporting obligations apply if the conduct constitutes abuse or neglect under ARS §13-3620.

Anti-Bullying & Peer Conduct Standards

Bullying, harassment, intimidation, hazing, or sexual conduct between students is prohibited at all AZAG Kids events. Leaders must:

- Actively monitor student interactions and intervene at the first sign of bullying or inappropriate conduct.
- Report any bullying or harassment incident to Event Leadership and document it.
- Never instruct a student to resolve harassment or abuse on their own or to ignore it.

12. Grievance & Appeals Process

This section provides a defined process for individuals who believe they have been wrongly suspended, disciplined, or removed under this policy. This process does not apply where law enforcement or DCS investigations are active — those proceed independently.

Grounds for Appeal

A leader or volunteer who has been suspended or removed may submit a written appeal to AZMN leadership within fourteen (14) days of the suspension or removal if they believe:

- The action was taken without sufficient factual basis.
- The applicable policy was misapplied.
- They were not given an opportunity to provide a basic factual response prior to suspension or removal decision.

Note: The initial suspension from responsibilities is not itself grounds for appeal. Child safety requires precautionary action prior to full investigation. The appeal addresses the underlying finding or permanent removal only.

Appeal Process

- The appeal must be submitted in writing to AZMN leadership within fourteen (14) days.
- AZMN leadership must acknowledge receipt within five (5) business days.
- AZMN leadership will designate a review panel of at least two individuals not directly involved in the original decision.
- The review panel will consider the written appeal and any available documentation. The panel may request a meeting with the appellant but is not required to do so.
- A written decision will be issued within thirty (30) days of the appeal submission.
- The decision of the review panel is final within the scope of AZMN's organizational authority.

Submitting an appeal does not suspend or delay mandatory reporting obligations or cooperation with law enforcement or DCS investigations.

Retaliation Prohibition

No individual may be retaliated against for submitting a good-faith appeal. Retaliation against an appellant is a separate policy violation subject to disciplinary action.

13. Volunteer Age, Insurance & Jurisdiction

Volunteer Age Requirements

All individuals serving in a supervisory leadership role over minors must be at least 18 years of age. Youth helpers under 18 may not be counted toward required supervision ratios and must be directly supervised by a qualified adult leader at all times.

Insurance

All leaders and volunteers serving at AZAG Kids events are expected to be covered under their home church's liability insurance or AZMN's organizational liability coverage. AZMN leadership must confirm applicable coverage is in place prior to each major event.

Participation in AZAG Kids events does not waive any individual's personal legal obligations under Arizona law. The existence of this policy does not create any assumption of organizational liability for actions taken by individuals in violation of this handbook.

Governing Law & Jurisdiction

This handbook and all policies contained herein are governed by the laws of the State of Arizona. Any legal disputes arising from the application or enforcement of these policies shall be subject to the jurisdiction of the courts of the State of Arizona.

This policy does not supersede any applicable federal, state, or local law. In the event of a conflict between this policy and applicable law, the law governs.

Appendix A: Acknowledgment & Agreement

This page is a standalone sign-off document to be collected and retained separately from the handbook for compliance recordkeeping.

AZAG KIDS CHILD SAFETY HANDBOOK

LEADER & VOLUNTEER ACKNOWLEDGMENT & AGREEMENT

By signing below, I acknowledge and agree to all of the following:

- I have received and read the complete AZAG Kids Child Safety Handbook (Revised May 2026).
- I understand and agree to comply with all policies and standards contained in the handbook.
- I understand that mandatory reporting of suspected child abuse or neglect to Arizona DCS (1-888-767-2445) is my personal legal obligation under Arizona law (ARS §13-3620) and cannot be withheld, delayed, or delegated by organizational leadership.
- I consent to criminal background screening and sex offender registry checks as required by this policy, including re-screening every two (2) years.
- I understand that violations of this policy may result in removal from ministry responsibilities, permanent disqualification from serving with minors, and/or criminal referral to law enforcement.
- I understand that this policy is governed by Arizona law and that I am personally responsible for compliance with all applicable federal, state, and local laws.

Printed Name: _____

Signature: _____

Date: _____

Church / Organization: _____

Role at Event: _____

Background Check Completed: _____ Date: _____

Sex Offender Registry Check Completed: _____ Date: _____

Appendix B: Mandatory Reporting Quick Reference Card

Print and distribute to every leader at the start of each event. Leaders should keep this card accessible throughout the event.

IF A CHILD DISCLOSES ABUSE OR YOU SUSPECT ABUSE OR NEGLECT:

1. Stay calm. Listen. Do not promise secrecy. Do not investigate.
2. Do NOT confront the alleged abuser.
3. Report to Event Leadership immediately.
4. **Call Arizona DCS: 1-888-767-2445 (24/7)** — You can call DIRECTLY. You do NOT need permission.
5. If the child is in immediate danger — call 911 FIRST.
6. Document observations factually. Submit incident report within 24 hours.

REASONABLE SUSPICION is enough to report.

You do NOT need proof. Failure to report is a CRIME under Arizona law (ARS §13-3620).

CRISIS RESOURCES

Suicide & Crisis Lifeline: Call or text 988

Crisis Text Line: Text HOME to 741741

National Child Abuse Hotline: 1-800-422-4453

NCMEC CyberTipline (CSAM): 1-800-843-5678 or cybertipline.org

---

AZAG Kids Child Safety Handbook — Revised May 2026