

It is the goal of Pinewood to create a safe and secure environment for all children, students and workers who are involved in school activities. Pinewood maintains an aggressive child protection policy known as SafeCARE (Children and Adults in a Responsible Environment). To serve in Children's Ministry, Youth Ministry, and at Pinewood Christian Academy, all staff and volunteers are SafeCARE certified and wear specific SafeCARE nametags for easy identification.

**Step 1:** All volunteers and staff must complete the SafeCare Application. The information collected in this secure form will be used for the sole purpose of helping the church provide a safe and secure environment for both children and workers.

**Step 2:** The second step is training. All SafeCARE-certified volunteers participate in a training session provided by their ministry department, explaining how to best care for the children, youth, and students of Pinewood Christian Academy, as well as to protect both the adult volunteer and Pinewood Presbyterian Church. It complements and reinforces our policies and procedures in this area.

-Tap on the "**Step 2**" button toward the top of this page and then follow the step below:

-Select "**Not a member yet**" below the login.

-Select "**Join using access key**" and enter **e85ebgak**.

-Enter appropriate data as you would on any new membership site.

-After login:

- Select "**Training**" tab from the Menu bar located at the top of the screen.
- Once screen has loaded, click the "ACT to Keep Children's Ministry Safe" tab in the middle of your screen under the "Children & Youth Safety" header.

-Watch the 20 minute video, read the four-page PDF outline and take the test. Then print out the Certificate of Completion and return with your application and references to ministry leader. The site administrator can see who has watched the video and taken the test as well as their score.

SafeCARE review will begin after the completed application is received, the training and test have been successfully completed.

If you have any questions, please contact your ministry director.