

Procedures and Policies For Children and Youth Workers

Pleasant Grove Baptist Church

Oakboro, NC

Originated September 2015

Reviewed and Revised March 2020

1. Child/Youth Workers:

~ Anyone interested in leading or assisting a leader with any child/youth program or event must follow these guidelines:

- a. Fill out Volunteer Services Application (available from church office)
- b. Agree and sign a waiver for a full background check. This check will be repeated at least every 3 years by the Chairman of the Child Abuse Prevention Committee for as long as volunteer is still working or involved with children/youth.
- c. Watch Child Abuse Prevention Videos or attend Orientation classes held as needed. These are arranged by the Child Abuse Prevention Committee
- d. CPR and Defibrillator Training as needed or requested
- e. Maintain the Covenant with the church to uphold voted practices of the church.
- f. Must be an active member of the church for a minimum period of 6 months

Application Process may take up to 30 days until applicant allowed to work with the Children/Youth.

~No one under the age of 18 should be in a leadership role for any child/youth event
(Includes but not limited to Sunday School, VBS, Nursery, Children's Church Etc...)

~Any one from age 13-17 can assist with children/Youth events under supervision of an Adult

2. Safety Procedures:

~ Any situation of one adult to one child/youth should try to be avoided.

- a. In a counseling event between a Leader and a child/youth 1:1, the door shall remain partially open and an adult monitor should be assigned to area.
- b. Young children who need restroom assistance will have parents notified or Accompanied by adult leaving outside door to restroom open.
- c. Avoid any interactions of 1 adult to 1 child/youth behind closed doors.
- d. At church sponsored events away from church, children are to be accompanied when possible to public restrooms by an adult and in groups.
- e. At church sponsored events away from church, Youth are to try to visit public restrooms in groups of 2 or more.

~ Each room set aside at church for the purpose of children/youth events must have a window in the door, ½ door or the door will remain open for better visibility.

~ If a child obtains any injury while at a church activity or event, the leader will fill out an Injury Report Form. A copy is kept in the Church Office and a copy is given to the injured child's parent.

~ Age appropriate equipment/activities will be available for children and youth. All equipment will be examined and approved safe by children/youth leaders before each use. All problems with equipment should be reported to either Chairman of Building and Grounds Committee or Chairman of Child Abuse Prevention Committee.

3. Travel Policies and Procedures:

~ Advanced written permission from child/youth parent or legal guardian must be obtained and kept by Leader for each Church approved/sponsored trip where they travel from church campus. Overnight trips require additional specific forms and will be managed by the adult trip leader.

~ Whomever is designated to drive a church owned or rented vehicle, or a personal vehicle for the purpose of transporting children/youth must be/have:

- a. Minimum of 21 years old
- b. No record of arrest for DWI or any serious traffic offense.
- c. Valid NC Driver's License
- d. Be on churches approved drivers list held in Church Office

~When on day or overnight trips, all children/youth should remain in groups of 2 or more, and under the immediate supervision of an approved adult Leader during all activities when at all possible.

4. Inappropriate or Suspicious Behavior Policies and Procedures:

~ All child/youth leaders or additional volunteers will report any of the following to any member of the Child Abuse Prevention Committee:

- a. Any behavior they deem inappropriate or suspicious of a church volunteer towards a child/youth.
- b. Any signs they may observe to be inappropriate or suspicious of abuse from another child.
- c. Any signs of suspicious or inappropriate from a parent towards a child.

~ All reports of above will be reported to the Child Abuse Prevention Committee. Further notification to authorities will be done by this committee along with other appropriate steps.

~ The Child Abuse Prevention Committee will designate a spokesperson to assess and manage each allegation of abuse.

~This spokesperson along with committee will form a prepared statement before any information is released to the press

~ The Brotherhood Mutual Insurance Company and the Stanly/Montgomery Baptist Association will be contacted by spokesperson for assistance in appropriate management before any release of information.

~ All other persons in church must refrain from speaking to others and press regarding allegations.

5. Miscellaneous:

~ The Church will provide 2 first aid kits on Campus.

~First Aid kits will be readily available in church office for all child/youth event needs

~ Defibrillator and CPR training will be provided as needed or requested.

~ Church will maintain adequate liability insurance coverage (Building and Grounds committee
Is charged with review and maintenance of liability insurance policies)