

Skyline Baptist Church
Policy for Children & Youth Workers
Updated October 2010

Purpose Statement

Skyline’s Children and Youth Worker Policy is intended to provide a safe and secure environment for our children and youth that will minimize the vulnerability of the church and individuals working in these ministries.

Types of Workers

1. Helpers: Someone who serves in a ministry and gives minimal spiritual direction. Helpers do not need to be members.
2. Leaders: Someone who purposely communicates God’s Word and doctrine. Leaders must be members.

Application Process

1. The application process will proceed in the following order. Each step must be approved to proceed to the next step.
 - a. application filled out
 - b. background check performed (unless under 18)
 - c. references checked
2. The application will be reviewed and references checked by the Policy Committee.
3. Background checks will be conducted by a staff member and will be kept confidential.
4. Any new prospective worker must have attended the church **six months** prior to becoming involved in the ministry that they are applying for. (Due to the nature of the Awana program and Vacation Bible School, family members of clubbers and participants may be invited to be Helpers without completing the six months attendance criteria though they must complete the rest of the application process. Helpers are LIT’s, listeners, game assistants, craft persons, and snack providers. They will be subject to all other rules of the policy.)

Age requirements for volunteers working with children/youth

| <u>Age Group</u> | <u>Age Requirement</u> | <u>Supervision</u> |
|------------------|------------------------|--|
| Infants | Age 15 and up | Must be accompanied by an adult |
| Toddlers | Age 12-14 | Must be accompanied by a <u>parent</u> |
| | Age 15-18 | Must be accompanied by an adult |
| 3 & Up | Age 12 -18 | Must be accompanied by an adult |

Supervising Children or Youth

1. Approval must be attained from the appropriate supervisors for all activities outside regularly scheduled programs.
2. Two adults actively attending are to be present at every church activity outside of morning activities and child care situations where teens are allowed. Exceptions must be cleared with the appropriate supervisor. A minimum of two leaders will be at each event.
3. Adults should not provide transportation to a child or youth unless accompanied by another person. Exceptions must be cleared with the appropriate supervisor. The Youth Pastor may provide transportation to a single High School male student with written permission from a parent or guardian.
4. Adults working with children/youth need to keep watch over those in their care from the beginning of the activity until all have been picked up by an authorized person.
5. Children may not be taken off of the church property without written permission from the parent/guardian and prior approval by the director/pastor.

Protection Guidelines

1. If an adult and a child/youth are alone in a room, the curtains, window blinds, or door must be left open.
2. Early childhood rooms will follow the specific bathroom procedures provided by the Children's Ministry Director.
3. Workers will avoid the appearance of impropriety, including, but not limited to kissing and embracing. Sitting children on a worker's lap should be limited to those who are preschool age.
4. Workers are to release children (grades 4 and younger) in their care only to parents, guardians, or persons specifically authorized before hand.

Discipline

1. Workers will act responsibly and speak respectfully to those under their supervision.
2. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.
3. Workers may use reasonable restraint when another person's safety is at stake.
4. Disciplinary problems will be reported to the workers appropriate supervisor and to a parent or guardian.

Injury or Illness

1. Workers who are ill (with a fever or having a communicable disease) will not be permitted to participate in any ministry activity.
2. When a substitute is needed, the worker must first clear the replacement with their appropriate supervisor.
3. If it is discovered that a child has an illness, the parent or guardian will be contacted as soon as possible. If a parent or guardian is unavailable then the appropriate supervisor should be contacted.
4. Reasonable care should be taken to avoid contact with body fluids of any kind.
5. Minor injuries will receive first aid as needed and the parent or guardian will be notified.
6. In the event of any injury requiring treatment beyond first aid the worker will make the appropriate contact such as a parent or guardian, 911, or the appropriate supervisor.

Record Keeping

1. A record will be kept for all ministry functions and will include the date, participants, and leader's names.
2. An incident/notice of injury report will be completed and given to the appropriate supervisor within 24 hours of the occurrence.
3. A Skyline Baptist permission and medical release form, signed by a parent or guardian, must accompany the child or youth on any activity that takes the child out of our local hospital district. The supervising adult will be in possession of all forms during the entire event.

Notice of Inappropriate Behavior

Workers who become aware of, or suspect, any abuse or inappropriate behavior will immediately inform their appropriate supervisor. The supervisor will follow church guidelines regarding inappropriate behavior.

Annual Review

1. This policy and procedure will be conveyed for review annually with all workers.
2. All workers will complete a renewal application annually.