

Child Safety Guidelines

In order to ensure the safety and well-being of each child and the reputation of each children's ministry worker, the following guidelines must be observed at all times.

1. All classroom doors should remain open when not in use and all rooms (with the exception of the restrooms) must have an unobstructed window in the door.
2. A parental permission and information form must be filled out for each child in regular ministries and an additional permission form must be filled out for any event off of the property.
3. All regular children's ministry workers must consent to a complete background check by the church.
4. Parents of children may attend any class in which their child is present.
5. When children use the restroom, they should be encouraged to use the two restrooms in the basement. A leader may accompany the child to the restroom but should stand outside the room if possible. If the child needs assistance, the leader may help but should leave the outside door open.
6. Children's workers should not initiate physical affection with kids, with the exception of "high-fives" or "fist bumps."
7. Any physical altercations or accidents involving minors that result in injury or require aid must be followed up with an incident report (found in the office) filed by the event leader and the parents of the children must be notified.
8. When using the church vans for driving minors, two adults must be present, including the driver.
9. An adult must be positioned by the main entrances (except the east door if it is locked) during all children's ministry for both direction and screening. The event leader is responsible to arrange this ministry.