

The Evangelical Covenant Church of Moose Lake

Our Mission is for all children/youth and their families

- To experience God's love,
- To hear and respond to the Gospel of Jesus Christ,
- And to be challenged to live in obedience and service to Jesus

Through the transforming Word of God and the Power of the Holy Spirit.

Guidelines for Creating Safe Environments.

1. Volunteers

- a. Adults (18 years and older) who desire to work with children/youth participating in our programs and activities will be screened. This screening includes the following: "One year rule", application process and national background check.
- b. Youth are encouraged to be part of ministry. They need to be
 - i. At least 14 years old.
 - ii. Screened which includes "one year rule" and application process
 - iii. Under the supervision of an adult and never be left alone with children.
- c. Abuse preventive workshop
 - i. All volunteers (youth and adult) will attend an initial abuse prevention workshop sponsored by the Children's Commission before acceptance to a volunteer position.
 - ii. All paid staff, as determined by the children and youth commission, will also be required to attend an abuse prevention workshop.
- d. Follow up and/or updates in "prevention of child abuse" will be presented to volunteers in either workshop form or printed material prior to a ministry start date.

2. Volunteer ID.

- a. Adult volunteers should be identified by appropriate nametags.
- b. If a stranger is loitering in a children's area, feel free to ask, "Can I help you?"

3. "Two Adult Rule"

- a. Goal is to have a minimum of two adult workers in attendance when children/youth are being supervised during our programs and activities. If this is not possible, doors will be left open.
- b. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher.
- c. Minors are not allowed to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

4. Classroom used should provide visual access for those supervising any activities.

- a. Classroom doors without windows should remain open.
- b. Doors should never be locked while persons are inside the room.

5. A check-in system will be used for all children in the nursery, pre-school ages, and elementary grades.
 - a. Only a preauthorized adult or teen may pick up their children.
 - b. Under no circumstances should children be released unsupervised to go find a parent.
6. Parents are encouraged to be considerate of other children/youth when deciding whether to place a child under our care.
 - a. In general, children with the following symptoms should NOT be dropped off: Fever, diarrhea, or vomiting within the last 48 hours; Green or yellow runny nose; Eye or skin infections; Other symptoms of communicable or infectious disease.
 - b. Children/youth who are observed by our workers to be ill will contact the parent or guardian to request that the child be picked up for the day.
7. Injuries. In the event that a child or youth is injured while under our care, the following steps should be followed:
 - a. For minor injuries, scrapes and bruises, workers will provide First Aid (band-aids, etc) as appropriate and will notify the child's/youth's parent or guardian of the injury at the time the child/youth is picked up from our care.
 - b. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
 - c. Once the child/youth has received appropriate medical attention, an report will be complete in the case of injuries requiring treatment by a medical professional.
8. Medications. Volunteers do not administer either prescription or non-prescription medications to the children/youth under our care.
 - a. Medications should be administered by a parent at home.
 - b. Exceptions may be granted to parents of children/youth with potentially life-threatening conditions (such as asthma or severe allergic reactions).
 - c. Parents of such children/youth should address their situation with the person in charge to develop a plan of action.
9. Sponsored Off Campus Activities:
 - a. Requires
 - i. Consent and release from completed from the parent of any children or youth attending. If a form is not completed, a verbal consent must be obtained from a parent with the appropriate emergency contact information.
 - ii. Designated chaperones to have prevention trained and screened. The only exception would be a parent who will only be responsible for their children/youth.
 - b. All bus drivers and drivers of other vehicles, who will be transporting children or youth other than their own to a church activity, will have consented to a background check of their driving record.
 - c. No youth should ever transport other youth other than their siblings.

Guidelines for Appropriate Behavior with Children & Youth

1. Staff and volunteers are responsible for the safety of all the members of their class/group.
 - a. Be aware of any unsafe circumstances or behavior.
 - b. Seek to minimize any opportunities for, or the appearance of, questionable conduct toward children.
2. Physical discipline of a child/youth or even to touch or hold a child/youth who does not want to be touched (except to gently restrain a child/youth for safety reasons) is NOT appropriate.
 - a. No spanking, grabbing, hitting or other physical discipline of children.
 - b. Workers should consult with ministry leader if assistance is needed with disciplinary issues.
3. Physical contact
 - a. Age appropriate.
 - b. Based on need of child/youth.
 - c. Never in isolated area.
 - d. Never on personal areas (bathing suit guidelines).
4. Handle seriously
 - a. Anything said or done to a children/youth that they find abusive, offensive, frightening, demeaning or disrespectful. If a person is offended, they define what is offensive.
 - b. Immediately notify the staff or ministry team leader of any situation or environment that is or could be unsafe.