

Minor Protection Policies

Updated November 23, 2011

Please check each box and sign at the end of this form indicating that you have read, understand and agree to the following practices and policies.

As a volunteer at Calvary Christian Church, I state that I have read, understand and agree to the following policies and practices regarding minors.

General Ministry Policies

- Before beginning any ministry assignment I recognize that I must complete the entire Ministry Interview Process (MIP) which consists of an application, background check, personal interview, completed applications, completed references, church staff approval, and having attended Calvary for 6 months, or more, with steady church attendance.
- I understand that I will be asked to update my church records from time-to-time, which includes an updated criminal background check.
- I understand that any prior or subsequent criminal activity may automatically disqualify, or limit, my involvement in ministry at Calvary.
- I agree that I will take the course Reducing the Risk the next time it is offered at the church, and I understand that failure to take this class at its next offering will require me to step down from my ministry position.

Classroom Policies

- Any activities that I schedule for my classroom or ministry must be cleared by the youth/children's pastor and church ministries administrator to insure that the time and location of the event provide a safe environment for the children under my care. I will avoid asking to schedule events in remote or private rooms or areas, or during times of the day where there are few people in the church building.
- I understand that during my time of ministry that a pastor, ushers and others will be stopping by my classroom weekly to observe my teaching and classroom conduct.
- I recognize that no child should ever be left alone without adequate adult supervision for any length of time, no matter their age or the circumstances. This includes traveling to the restroom. All children using the restroom must be escorted by an **adult** teacher. Teenagers are not permitted to take children to the restroom alone.
- I should never enter the restroom alone with a child. In the case where a child is taking a long time I should open the door half way and encourage them to hurry up. In a case where they need assistance, I should seek out another adult worker to assist me with the situation so that I am never alone in a restroom with a minor.
- I recognize that I am never permitted to be alone with a child under any circumstances. This includes but is not limited to staying after class to spend time with a child, transporting a child in my car, going into any type of room alone with a child, etc...
- If my class or ministry is occurring in a room without windows I understand that the door must remain open at all times.

- I will arrive 15 minutes before my class begins to insure that no student arrives to an empty classroom.
- At the end of every class I agree that I will stay in the classroom until every student is gone, even if there is another teacher in the classroom. I will ensure that the classroom is left unoccupied at the end of my class, and that I close the door behind me.
- I agree that if a key is necessary for my class or ministry that I will not duplicate, lend, or give my key away.
- I consent to having my classroom or ministry monitored with video and/or audio surveillance.
- I will always give as much advance notice as possible (at least 2 weeks is preferable) if I am going to be absent, as I realize that this leads to inadequate supervision in the classroom if a replacement cannot be found in time.
- As a leader I recognize that I am not permitted to take or distribute pictures or video of any child without the permission of the church staff and the permission of the child's parent or guardian.

Policies Regarding Physical, Verbal & Other Contact

- No one should ever feel uncomfortable in the way they are being touched. Inappropriate touching would include kissing, demanding kissing or hugs, touching of the chest, waist, stomach, bottom, or private areas, or any physical contact that feels uncomfortable or violating. In appropriate touching can also include appropriate touching in excess.
- Appropriate touching, in cases where you may be praying for someone, would include touching on the arm, shoulder, or hand. If you are praying for someone, this prayer should take place in a public area such as the church sanctuary, prayer chapel, or your classroom.
- If a minor needs to be spoken to privately for any reason, including misbehavior, that conversation should take place in a public area such as the opposite side of the classroom or in a hallway. Keep in mind that your classroom cannot be left unsupervised.
- Toddlers and older children should never be allowed to sit in your lap, covering your private area. Instead, have a child sit beside you.
- All communication with minors should be open and public, and with the parents knowledge. Private phone calls, text messages, chat room conversations, etc... should be limited and never take place without the parent's knowledge and supervision.

Policies Related to Offsite & Overnight Events

- In the case of an offsite event I recognize that there must always be two **unrelated** adults in the car, regardless of the number of children. This is to insure that there is someone to maintain control, so that there is someone to respond to an emergency if needed, and to maintain a strict standard of appropriate behavior.
- I recognize that if I am going to be driving for an offsite event that a separate driving history background check must be conducted, and that my driving record may disqualify me from being an approved ministry driver.
- I understand that for all events there must be a minimum of 2 adults present, even if there is only one minor. For each additional 7 minors, an additional chaperone is required (8 minors = 3 chaperones, 15 minors = 4 chaperones, etc...)

- For overnight event where sleeping arrangements are in smaller groups (i.e Royal Rangers sleeping in tents) I recognize that children and youth should be paired with kids of their same approximate age (+/- 3 years for the entire group).
- As an adult sponsor on an overnight trip I recognize that I, nor any other adult leader, should share a bed with a minor. In cases where a single adult is supervising a hotel room, tent, etc... that leader should never be alone in that room with only one minor.
- I recognize that some off site events may require additional supervision and I state that I will abide whatever guidelines are given to me by the church staff.

Policies Related to Reporting Abuse

- All staff and volunteers should report any inappropriate or suspicious behavior to a staff member immediately. This includes reporting any suspected abuse being committed by another worker, as well as any child who presents signs of abuse, whether that abuse be physical, sexual, psychological or any other kind.
- I understand that I will never be in trouble for reporting suspected abuse; however, I could potentially face criminal charges for not reporting suspected abuse.
- I understand that I have 24 hours to report suspected abuse to a church staff member.

Statement of Understanding

- I recognize that if I violate any of the above I may be immediately removed from my position of ministry at the discretion of the church staff and/or church board.

Printed Name _____

Signature _____
Date _____