



## Worker Guidelines for Young People

### Policy Statement

In order to provide as safe and secure an environment as possible for our participants, and to minimize all workers' vulnerability to unwarranted accusation, the following procedures will be followed closely.

### Volunteer Worker Screening Procedures

1. Before being considered for a position, any candidate who may be working with children and/or youth will complete and return an initial application. (See Young People's Worker Initial Application)
2. The volunteer worker's application will be carefully reviewed by the Senior Pastor or designee to make certain that the worker will be appropriate for the volunteer position, based on the information provided.
3. If the person appears to be appropriate for volunteer work, the references will be checked to confirm the information provided on the worker application. (See Reference Response Information Form.)
4. If a candidate poses a threat to others or has a history of physical or sexual abuse directed against another person, he or she will not be considered for a volunteer position with Northside Baptist Church of Mechanicsville Virginia, Inc.
5. A criminal background check will be performed with respect to any candidate seeking to work with children and/or youth.

### Employee Screening

1. The same procedure set forth for volunteer workers will apply to all potential employees, regardless of the ministry position for which they are being considered.
2. In addition, a criminal background check will be performed through a reputable agency with respect to all candidates for employment.
3. If a candidate poses a threat to others or has a prior history of physical or sexual abuse directed against another person, he or she will not be considered for a position with Northside Baptist Church of Mechanicsville Virginia, Inc.

## Waiting Period

No volunteer worker candidate will be considered for any position involving contact with children or youth until the candidate has been regularly involved at Northside for six months or more.

## Supervision

1. At least two (2) adults (at least one over the age of 21) should be present at every function, and in each classroom, vehicle, or other enclosed area, during every child and youth ministry program. (For large groups of children, the number of adult supervision will be increased).

The following guidelines should be observed:

- Infants (0-6 months): Two babies to one adult
  - Crawlers (6-12 months): Three crawlers to one adult
  - Toddlers (12-18 months): Four toddlers to one adult
  - Walkers (18-36 months): Five or six walkers to one adult
  - Day Care (3-4 years old): Six to nine students to one adult
  - Preschool (4-5 years old): Eight to ten students to one adult
  - Kindergarten (5-6 years old): Ten to twelve students to one adult
  - Grades 1-6: Ideally fifteen students to one adult
2. During services /events, at least two (2) adults (who have been approved as volunteer workers through the above screening process) will be appointed to supervise activity on the premises.
  3. Workers should arrive at least ten (10) minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person. Do not send children out to find their parent(s), and do not release any child or youth to await transportation.

## Work Restrictions

1. For children over the age of six (6), at least one adult female should escort girls to the restroom, and one adult male should escort boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the child comes out.
2. Children six (6) years of age or younger (boys and/or girls) should be assisted as needed in the restroom by an adult female.
3. Never touch a person's private areas except when necessary, as in the case of changing a diaper.
4. Workers should avoid the appearance of impropriety, such as sitting older children or other adults on their lap, kissing or embracing others, etc.

5. Workers are to release children in their care only to parent(s), guardian(s), or person(s) specifically authorized to pick up the child.
6. Workers should dress appropriately for all occasions, setting a good example with proper fitting clothing (nothing too short or tight fitting). Modest, one-piece bathing suits or two-piece suits covered with a dark colored shirt, if participating in water activities, should be worn. No clothing advertising inappropriate activities should be worn.

## Discipline

1. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone.
2. Disciplinary problems should be reported to the Sunday School Director, Director of Youth and Children Ministries (whichever is appropriate) and to the parent(s) or guardian.

## Injuries and/or Illness

1. Person(s) who are ill (with a fever or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable substitute (who has been approved as a volunteer worker through the above screening process) must be used to take the place of a worker who is ill.
3. Participants should be returned to their parent(s) or guardian as soon as an illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent(s) or guardian.
4. Reasonable steps should be taken to avoid contact with bodily fluids of any kind.
5. Any individual who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.
6. Person(s) who have received an injury which is obviously minor should be given first aid as needed at the time of the injury. The person's parent or guardian should be notified of the minor injury when picking up the injured person.
7. Any injury which may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian will be notified, along with the Senior Pastor. An ambulance should also be called immediately, if needed.

## Record Keeping

1. An attendance list should be kept for all the ministry's functions involving children and/or youth. The date of the function, along with the names of all participants and leaders, should be recorded.
2. A written incident/notice of injury should be prepared by workers whenever an injury should occur during a ministry function. (See Notice of Accident/Injury Form.) The incident report will be forwarded to the Senior Pastor promptly upon completion.

## Notice of Abuse or Molestation

1. Workers or leaders who become aware of any abuse or molestation connected with any ministry activity will immediately inform the Senior Pastor of such abuse or molestation. Should the incident involve the Senior Pastor, then the Chair of Personnel should be immediately informed.
2. The Senior Pastor (or Chair Personnel, should the Senior Pastor be involved) will, within 24 hours of suspected abuse or molestation of a minor, contact Social Services. Also, the Church's attorney, the Church's Insurance Company and the Trustees should be contacted. Complete a "Notice of Accident/Injury Form".
3. Upon notice of an actual abuse or molestation, any denominational entity to which Northside Baptist Church of Mechanicsville Virginia, Inc. has a duty to report such allegations, will be notified.

## Violation of Policy or Procedures

1. Workers must promptly notify the Senior Pastor of any activity undertaken on their own behalf or by others which violates this policy or these procedures.
2. Anyone who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers. A worker will be removed from his/her position if the worker poses a potential threat to others.

## Internal Investigation

1. Any employee of Northside Baptist Church who is the subject of an investigation will be removed from his/her position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse or molestation, in which case he/she will be terminated in accordance with Northside's employment practices).
2. Any volunteer worker who is the subject of an investigation will be removed from their position.

3. Any person who is found guilty of abuse or molestation will be removed from working with children or youth at Northside.

## Dealing with Law Enforcement/Media

1. The Senior Pastor, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of Northside.
2. Legal counsel will be contacted for advice and guidance as soon as possible after Northside receives notice of possible abuse or molestation in connection with the Church's activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice.
3. The Senior Pastor is the designated spokesperson to the public and/or church-at-large, etc, following notice of any abuse or molestation in connection with activities of the ministry. The Senior Pastor will be the only person to convey information concerning the situation and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

## Annual Employee/Worker Review

1. This policy and procedures will be conveyed to all workers, employees, coordinators, supervisors, and leaders to whom it applies.
2. A renewal application will be completed annually by all volunteer workers and ministerial employees associated with Northside Baptist Church of Mechanicsville Virginia, Inc., who will be working in any capacity with children or youth.
3. Should the renewal application show that any employee or volunteer worker has become unsuitable for working with children and/or youth, he/she will be immediately removed from his/her current position, and will not be considered for other positions in any capacity with children and/or youth.

## Revision of Policy/Procedures

This policy or procedures will be regularly reviewed and modified in accordance with the By-laws of Northside Baptist Church of Mechanicsville Virginia, Inc. Any such modification should be promptly conveyed to all persons affected by the modification.

Revision – August, 2015