

Children – Our Most Valuable Possessions

General Policies

1. All workers, paid and volunteer, shall complete the necessary process and applications which includes but may not be limited to the following:
 - a. Application
 - b. Personal interview
 - c. Reference checks and records of contacts with references kept
 - d. Criminal records check (random checks)
 - e. Preventing Abuse Worksheets
2. All workers, paid and volunteers, shall be interviewed by a supervisor.
 - a. Paid Preschool Coordinator – Minister of Education
 - b. Paid workers – Paid Preschool coordinator
 - c. Sunday School General Officers – Minister of Education
 - d. Sunday School Division Directors – Minister of Education/Sunday School Director
 - e. Sunday School Workers – Division Directors/Minister of Education/Sunday School Director
 - f. Music Volunteers – Minister of Music
 - g. Mission Volunteers – Minister of Education
 - h. Youth Workers – Minister of Youth
3. Two Workers Rule – There must be two workers present with children at all times with at least one being 18 or older. With youth, the two workers present must both be 19 or older.
4. Parental Permission Rule – Children and youth should have signed permission forms for involvement in church sponsored programs and activities that take them away from the church.
5. In rooms without glass panels or peep holes the door should remain open.
6. Preschool security measures must be utilized at all times and preschoolers are not to be dismissed to any one without the security devices or without the approval of the Division Director or Ministerial Staff. Parents may designate another person to pick up their child by informing the class worker. Written permission is preferable if someone other than the parent is to pick up the child.
7. All workers shall receive “Preventing Abuse Worksheets” and sign a form of agreement to follow the policies. (Such Worksheets should include a copy of the church’s preventing abuse policies, definitions of abuse, behavior parameters, description of legality of abuse reporting.)
8. Six month rule – all non-ministerial workers shall have been a member of the church for at least six months.
9. WatchCare members may only work with church members and must be a WatchCare member for at least one year before serving.
10. All children and youth should remain in their classrooms until the end of a teaching period. Classes that finish their lessons early should remain in their room with the teacher until the time of dismissal.

11. Overnight Rule – All adult participants, including parents, must be screened and cleared in advance with the proper church leaders.
12. Advanced permission must be obtained from parents if youth or children are going to be riding in the private vehicles of workers.

Workers

1. Must be at least 18 years of age unless working with their parent.
2. Must not have a criminal violation in any area relating to children or youth.
3. Adult survivors of child abuse must meet with the Pastor or Minister of Education before working with children or youth.

Reporting Procedures

1. Any inappropriate conduct or relationships between a worker and a youth or child must be confronted immediately and investigated.
2. Any worker accused of inappropriate behavior should be talked with by two ministerial staff representatives and a warning issued if warranted. Strict supervision and monitoring should be carried out. A second violation of the policies would result in immediate termination of the worker's services. Any worker may be removed following a first violation of sufficient gravity.
3. An "incident report form" should be completed and filed in the responsible minister's office for documentation of any reported accusations of abuse.

Behavior Parameters

1. All workers must follow the Two Worker Rule and the Parental Permission Rule.
2. Corporal discipline is never appropriate and should not be administered for any reason.
3. inappropriate behavior would include but not be limited to:
 - a. massaging a student
 - b. youth sitting in the lap of an adult worker
 - c. kissing
 - d. sexual contact of any nature
 - e. inappropriate touching
 - f. relating stories or jokes of a sexual nature
 - g. unusual or inappropriate attention paid to any child by an adult
 - h. allowing children or youth to view videos or written material with sexual content or overtones
 - i. obscene or harassing phone calls
 - j. exhibitionism
 - k. verbal comments of a sexual nature or innuendos
 - l. striking a child