

# **CHILD AND YOUTH PROTECTION POLICY**

**First Presbyterian Church, Belmont, NC**

*Approved by Session May 17, 2009*

*Revised by Session February 21, 2010; Revised by Session November 14, 2010*

- 1. Annual Training** shall be provided for all staff, paid workers and adult volunteer workers who work with children and youth.
- 2. Criminal Background Checks** will be done on all staff, paid workers and adult volunteer workers who work with children and youth. All adult volunteers will sign to give approval for a background check.
- 3. Age of Supervisor:** No one under the age of 18 shall be given supervisory capacity. All staff and adult volunteers shall be at least five (5) years older than the oldest child or youth being supervised.
- 4. Two Adults:** At least two (2) adults (unrelated) should be in the classrooms at all times with children and youth. If it is not possible to have two (2) adults in classrooms, there should be a monitor such as the Sunday School Superintendent or Assistant Sunday School Superintendent or deacon traveling through the hallways. The door should be open if only one adult is present. At no time should an adult volunteer be alone with only one child or youth.
- 5. Church Membership:** Adult volunteers who are working with children and youth in classrooms or vehicles must be a church member for at least (6) months or have an active affiliation with the church for at least six (6) months.
  - a. A six month affiliation with the church may not be possible for scout leaders. Therefore, the following procedures should be followed if a scout leader has not been associated with the church sponsored scout program for at least six months.
    1. The scout leader should submit a volunteer application and background consent form.
    2. An approved mentor who is qualified to work with children and youth under the Child and Protection policy is present at all times.
- 6. All classrooms** used by children and youth should have a window or half door to allow for visibility, or the door should remain open.
- 7. First Aid and CPR:** There should always be at least one adult certified in First Aid and CPR at all church activities involving children and youth.
- 8. Off Campus Notification:** Parents should be notified in advance of any program that requires the children or youth to leave the church campus. Appropriate permission slips, complete with emergency information, must accompany them to the activities.
- 9. Designated Spokesperson:** The Clerk of Session and/or Assistant Clerk of Session will be the designated spokesperson(s) to address any incident or allegation of abuse or misconduct. A prepared statement will be issued by this person(s) only.
- 10. Equipment** in all classrooms and on the playground should be in good working order, safe and age appropriate.
- 11. Youth Drivers:** No youth may drive or transport others to any off campus sponsored event.
- 12. Transportation:** All drivers should follow church policies on providing transportation. If possible, the church bus should be used to transport children and youth to off-campus sponsored events. When the bus is used, two adults should be present. In the event private vehicles are used the following guidelines should be followed. If only one vehicle is being used, there must be two adults in the vehicle. If more than one vehicle is used, they must travel together, and only one adult is required in each vehicle. At no time should an adult be in a vehicle alone with only one child or youth.
- 13. Adult Chaperones:** All chaperones should be approved to work with children and youth under the Child and Youth Protection Policy. This includes overnight trips. Exceptions are made for "Parent and Me" events where the parent (or adult designated by the parent) is only responsible for chaperoning his/her child.