

Required & Recommended Procedures and Policies

The following is the **requirements** & recommended procedures and policies concerning minor's safety as adopted by the North Carolina District SDMI Council. More information and training materials can be found at www.nazsafe.org

The SDMI Council recommends that the following is to be in place & implemented at ALL Local churches by District Assembly 2013

1. **A Screening process for all staff, board members & volunteers**
 - a. Background Checks for all staff, board members and teen & children's ministry volunteers - including full-time, part-time, single event (VBS, etc...) volunteers, etc... hereby referred to as personnel (*Recommend repeat background checks every 3 years for ALL personnel*)
 - b. Signed "Procedures & Policy Covenant" (see attached)
 - c. Mandatory 3 month waiting period OR Pastoral References from previous church (*Recommend 6 months & pastoral references*)

2. **A Training process**
 - a. All church staff & department heads MUST go through the video training with worksheets as found at www.nazsafe.org – 70 minutes Total (*Recommend ALL volunteers watch the videos*)
 - b. All personnel must read through and sign "Procedures & Policy Covenant"

3. **A Conduct Policy**
 - a. No personnel will engage in or allow ANY act or activity that is sexually, physically or emotionally abusive. This DOES NOT include physical restraint intended to maintain the safety of the minor or others present. This DOES include, but is not limited to:
 - i. Sexual misconduct in a verbal, visual or physical way.
 - ii. Physical Abuse is any act that intentionally brings physical harm to a child – physical discipline of any kind is NEVER allowed by church personnel – instead use calm verbal warnings, timeouts based on age, parental involvement, etc...).
 - iii. Emotional Abuse using pervasive, demeaning or derogatory language.

4. A Facility Process

- a. All rooms with minors (birth-12th grade) present must have windows on doors, be half doors with top half open or regular door COMPLETELY open.
- b. No child (birth-kindergarten) is ever allowed to be left or released unattended by personnel. (*Recommend this policy run through 5th grade*)
- c. No minor is EVER to be alone (1-on-1) with an adult. (birth-12th grade)
- d. All classes must have a teacher present at all times (*Recommend that all classes have 2 teachers*)
- e. Restroom Policies are to be the following:
 - i. Diaper changing table and workers hands need to be cleaned/sanitized after each use (after every child).
 - ii. When children (ages 2 years – K) are taken to the restroom all doors need left propped open.
 - iii. For children 1st – 5th grade adults need to remain in outer doorway unless assistance is required and then must follow above policy of propping open all doors.
- f. Have church insurance that includes liability.
- g. *Recommend that all playgrounds, toys & other equipment be in good repair (inspected yearly)*

5. Church Transportation Regulations

- a. No cell phone use by the driver of a vehicle while driving.
- b. No volunteer drivers under age 25.
- c. (*Recommend no child is EVER to be alone (1-on-1) with an adult.*)

6. Special Event Regulations

- a. All off-site or overnight participants must have a signed permission form (*Recommend yearly notarized medical/liability release form*).
- b. Gender appropriate sponsors required at all overnight events (male with male, female with female).

Procedures & Policy Covenant

I _____ have received and read the Policies & Procedures for _____ (church name).

I agree to abide by these guidelines while serving or working at said church.

I understand it is my responsibility to review new, modified or eliminated guidelines which may be created or distributed when notified.

I will maintain, to the best of my ability, a safe environment for all children of all races and walks of life. *“If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them if a large millstone were hung around their neck and they were thrown into the sea.”* Mark 9:42

I acknowledge that I am a representative of Christ to the children in my care. I will do my best to influence them in a positive manner so that they would *“put their trust in God and would not forget his deeds but would keep his commands”* – Psalms 78:7

If at any point I feel I can no longer serve within the guidelines of this covenant I will immediately notify the supervisor (pastor, children’s director, etc...) over me of my resignation. *“Now it is required that those who have been given a trust must prove faithful.”* 1 Corinthians 4:2

Staff/Volunteers Name (please print)

Staff/Volunteers Signature

Date: _____