

## Security & Child Protection Guidelines Simplified Overview

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**Note:** The following overview is based on the Church's **Child Protective Guidelines** (CPG). For more detailed information, please contact the church office.

### ***Introduction***

The Child Protective Guidelines (CPG) are founded upon a “three-legged-stool” approach to ensuring the safety and security of our children. The three legs include the following areas:

#### **(1) Reporting, (2) Screening and (3) Supervision & Security**

### ***Reporting***

- Requires that any instances in which a church member reasonably suspects child abuse and/or neglect on the premises of the church or at a church event to promptly report the matter to the CM Director and/or any Elder.
- People serving with children should be alert to the physical and behavioral signs of child abuse, child neglect, and sexual abuse.
- The church will follow all Virginia laws regarding mandatory reporting of suspected child abuse and neglect.

### ***Screening***

Consists of the following safeguards:

- Only church members or children of members will be eligible for serving with children.
- Those serving must submit a completed application form for volunteer services or employment.
- Any individual with a past history of child abuse, physical abuse, sexual abuse, or child neglect will not be permitted to volunteer or otherwise serve with children.
- Those applying to serve with children will have their names checked against National Sex Offender Registry and also the Virginia Sex Offender and Crimes against Minors Registry.

### ***Supervision & Security***

- **Supervision requirement** –
  - Minimum of two unrelated CM Workers in each classroom when children are present.
  - One or more of the CM Workers may be youth, as long as the teacher is present.
  - Teachers are to check in the children. Helpers are not allowed to check children in or out of class.
- **Correction** – Strive to provide correction verbally, graciously, and reflective of Biblical values. Corporal punishment is prohibited.
- **Gifts** – No personal gifts to individual children without permission from parent or guardian. It is okay to give gifts or prizes to the entire class.
- **Retrieving Children** –
  - Teachers are allowed to release children to parents who are personally known to them.
  - If parent is not personally known to teacher, child's number is checked against parent nametag.
  - If an individual arrives to retrieve a child and has the parent's label, the teacher is permitted to release the child to the individual (CM assumes parent has transferred pickup authority).

#### *Supervision & Security – continued*

- If the retrieving individual does not have a label, the teacher should ask the person to go to the help desk to obtain temporary retrieval permission. The one exception to this rule will be if the teacher has no doubt whatsoever that the individual is a family member.
- **Reporting Violations** – All CM Workers must notify, as appropriate, one of the Elders, the CM Director or an Age Group Coordinator of any violations of these General Guidelines.
- **Bathroom Monitors** –
  - Will be seated outside the basement bathrooms.
  - Monitors will be two qualified adults, one female and one male, or two females.
  - When a CM Worker brings a child to the bathroom, the Bathroom Monitor will stand in the door way of the bathroom where he/she can see what is occurring in the bathroom or will enter when the adult CM Worker must assist the child in the stall.
- **Bathroom Guideline** –
  - For children potty-trained and ages two and three - one qualified CM Worker will assist the children to the bathroom where they will be joined by the Bathroom Monitor.
  - Unless a child is in obvious need, no CM Worker should go inside the bathroom with any child, but should stand in the doorway with the Bathroom Monitor.
  - If the child needs help, a female CM Worker will help while the Bathroom Monitor watches or stands by.
  - For children who are potty-trained and ages four and older, the CM Worker and Bathroom Monitor should be stationed in the doorway of the bathroom.
- **Conclusion** – In a nutshell, don't be alone with a child who is not yours, and if you must be, make sure it is in a public, accessible place.
- **CM Worker Absence/Tardiness Situations** – At least two CM Workers should be in a room when children are present or being checked in. Teachers should flag down their AGC if helpers are not present.
- **Hall Monitors** – Monitoring for any unusual activities (e.g., a stranger in the hallway, a child roaming the hallway, signs of potential emergency situations, etc.).
- **All Other Unforeseen Situations.** In the event of a medical emergency the following procedures should be followed as best as possible:
  - The Help Desk will immediately summon parents, CM Director and volunteer medical professionals via radio to sound booth requesting emergency, family and CM Director numbers be posted on auditorium screen.
  - If necessary, missing personnel will be tracked down by CM Director or designate.
  - Parents of the child are in charge and may request assistance from EMT personnel.
  - Eye witnesses should provide details to the CM Director or CM Pastor, if necessary, so that an Injury Report can be completed.
  - CM Director or CM Lead should fill-out the Injury Report.
  - Volunteer medical professionals must complete section of Injury Report where required.
  - CM Director will file Injury Report with the church administrator.
  - Even in emergencies, however, both CM Workers should remain with all children in their care.