

# Tippett's Chapel Policies and Procedures for All Youth and Children

- ALL children and youth workers, whether paid or volunteer, shall undergo training and a screening process before being considered in any position dealing directly with minors.
  - This process shall include, but is not limited to, an application form, follow up interview, reference checks and criminal background checks.
  - At no time shall an applicant be considered for service if they have been previously or currently convicted of sexual abuse dealing with a minor. This includes all attender's of Tippett's Chapel Free Will Baptist Church.
- There shall be a 90-day probation period for all applicants. During this 90-day period each applicant shall undergo background checks, interviews and also observation.
- All workers dealing with children in the Nursery, Toddlers, Preschool, Elementary Age, Middle School, and High School children shall be required to take the "Tippett's Chapel Child Protection Workshop."
  - This also includes, Awana, Vacation Bible School, Camps, Tippett's Chapel Mothers Morning Out, Kidz Praise, and any activity that directly deals with youth and children. There are NO exceptions to this policy even if the event is only a one-time event.
  - Tippett's Chapel Child protection workshop will be a continuing education process by which ALL workers must renew every 3 years.
  - "All Workers" includes anyone who attends Tippett's Chapel Free Will Baptist Church.
- At no time will children be left unsupervised while on the campus of Tippett's Chapel Free Will Baptist Church.
  - Before and after services "all" children should remain under the supervision of their parent.
  - This includes, but not limited to, the playground, basketball court, parking lot, and the front hill of the church.
  - The wooded area around the perimeter of the church property is strictly OFF LIMITS.
- All children shall be placed in their appropriate age class.
- At ALL times there shall be 2 adults present to supervise children of any age.
  - "Adult" refers to anyone over the age of 21.
- At no time shall an adult and minor be in a room alone.
- For all activities that include minors, on or off Tippett's Chapel Free Will Baptist Church campus, parental permission must be obtained.
- After each class session, no children shall be released from their classroom until a parent or guardian has come and picked them up.

- A list of authorized persons shall be obtained from each parent as to who may pick their children up other than themselves at the beginning of each class session.
- At NO time shall a child leave their classroom with an unauthorized person/s.
- It should be made clear to each parent or authorized person/s what time they are expected to pick their children up.
- NO babies or toddlers are allowed to be taken out of their rooms unless it is by their parent, authorized person/s, or teacher assigned to their particular room during that time period.
- A number shall be assigned to each baby and toddler. This number must be used to pick up any child by their parent or authorized person.
- Each child participating in Awana shall be assigned a number (password). Each parent or authorized person that picks up their child must have their number (password) to obtain their child.
- If at any point questions are raised about a worker's conduct, an internal investigation will be conducted.
  - If the investigation concludes that there are legitimate concerns about a workers conduct, that worker shall be asked to take a voluntary leave of absence until there has been adequate time to resolve the issue.
- All accusations must be made to the church staff.

**All of the above information has been made clear to me and I will, to the best of my ability, abide by the above statements.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Updated August 9, 2017*