

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 attendees 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 volunteers working with children in the Baby Nursery, Toddler Nursery, Elementary, Middle and High School age children shall be required to take the "Tippett's Chapel Child Protection Workshop and complete Tippett's 101."
 - This includes, Awana, Resolve, Teen Group, Vacation Bible School, Camps, 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 16.
- 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.

- At the beginning of each class session a list of authorized persons shall be obtained from each parent as to who may pick their children up other than themselves.
 - 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 the time and location of where they are expected to pick up their child/children.
 - 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 sticker check in system will be utilized for babies and toddlers (birth through 5 years of age). Child will wear one portion of the sticker and the parent will keep the other portion to be used during pick up time. The two sticker numbers will be matched up by the worker to verify the person is authorized to pick up the child.
 - Children shall only be released to an adult presenting sticker. At NO time shall a child be released to an older child/sibling even if they present sticker.
 - Older children of nursery workers are NOT allowed in the nursery during the time their parents are serving. ONLY exception is if the older child is also a scheduled nursery worker or floater.
 - Each child participating in Awana or Resolve will be given a lanyard containing their personal information to wear. Each parent will also receive a lanyard of the same color with their child's information. The parent will return the lanyard to pick up their child from the fellowship building foyer. The worker will match up the lanyard color and child information before releasing the child to their parent.
 - Parents who check their child into the nursery must remain on the premises. Awana and Resolve age children (3 years of age to 6th grade) may be checked in with their teacher and parents may leave the church grounds if they wish to do so.
- 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 March 12, 2019