

SouthField Protection Policy Quick Guide

Thank you for serving children and students at SouthField Church. These guidelines help protect both minors and volunteers.

Ministry workers are expected to remain actively engaged in the life of SouthField Church. Adult volunteers should **regularly attend worship services**. Student leaders should **regularly attend both worship services and SouthField Students**.

1. Two-Worker Rule

Always have two approved workers present. Never be alone with a minor out of the view of others.

2. One-on-One Interactions

If you are briefly alone with a minor out of the view of others:

- Move to a visible place as soon as possible.
- **Notify your ministry leader** within 24 hours.

3. Restroom Safety

- Escort children when needed.
- Remain outside the restroom whenever possible.
- Encourage independent restroom use when appropriate.
- **Notify your ministry leader** if restroom assistance is provided.

4. Appropriate Physical Boundaries

Appropriate:

- High-fives
- Handshakes
- Brief side hugs

Avoid:

- Sitting children on laps (except nursery)
- Intimate or prolonged contact
- Physical discipline

5. Digital Communication

Use:

- Group texts or individual messages for ministry purposes

Avoid:

- Secretive or inappropriate communication
- Texting late at night or during school hours

Communication should be transparent, ministry-related, and accessible to parents or ministry leaders when appropriate.

6. Transportation

Drivers must:

- Be 21 or older.
- Be authorized.
- Have a valid driver's license and insurance.
- Obtain parent or guardian permission before transporting a minor.
- Whenever practical, two authorized workers should be present.

All passengers must wear seat belts.

7. Report Abuse Immediately

1. Ensure the child is safe.
2. Report immediately to ministry leadership.
3. Follow reporting laws.
4. Do not investigate yourself.

8. Report Other Incidents

Notify leadership if:

- A child is injured.
- You were briefly alone with a minor.
- A boundary concern occurs.
- Any unusual behavior occurs.
- Restroom assistance was provided without another authorized worker present.

Documentation protects both children and volunteers.

Your Role Matters

Your commitment helps ensure SouthField remains a safe, Christ-centered environment for every child and student. Thank you for serving the next generation. Your example can have a lasting impact on the life of a child!