

Central **FAMILY** **SAFETY POLICY**



Safety and Security Policies and Procedures
for Ministry with Minors



SAFETY

CENTRAL WENDELL



Dear Volunteer,

Welcome to Ministry at Central!

At Central, we take our responsibility to care for minors very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which minors can grow in relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for Central volunteers and staff members. The following procedures will be strictly implemented by ministry leaders.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page. This content will be reviewed in the annual training for your ministry area.

Sincerely,

Next Gen Leadership Team

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OVERVIEW

CENTRAL SAFETY SYSTEM



Central requires all staff and volunteers working with minors (and other vulnerable populations) to complete FOUR SAFETY STEPS before ministry work or volunteer placements begin.

STEP ONE: Screening Process

Staff and volunteers are required to complete the Central Screening Process which requires a staff member or volunteer to:

- Complete the Ministry Leadership and Safety Application
- Complete a face-to-face interview

***A volunteer must be an active covenant member of Central for six months before being eligible to serve in volunteer positions with access to minors or vulnerable populations, unless sufficient references or other special circumstances are approved by the Central Leadership Team.**

STEP TWO: Criminal Background Check

Central requires that all staff and volunteers serving in any ministry involving minors undergo a criminal background check. Individuals who have committed or been accused of sexually-oriented or sex-related crimes may not serve in any area involving minors. Certain other past criminal acts *may* preclude an applicant from serving with minors. In addition, individuals who have committed or been accused of physical abuse may not serve in any area involving minors, and those having committed or been accused of emotional abuse may not be allowed to serve in any area involving minors. Background checks must be renewed every five years.

All screening decisions are subject to approval by the Central Leadership Team

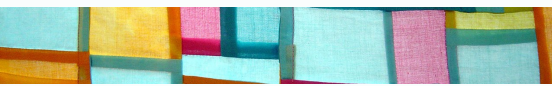
STEP THREE: Policies & Procedures

Staff and volunteers are required to review the policies contained in this manual and acknowledge that they have read and understood the material and agree to comply with policy requirements by signing the last page.

STEP FOUR: Abuse Awareness Training

Central policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff and volunteers are required to report any policy violations to a ministry leader, who in turn reports to pastoral staff, who then reports to the lead pastor.

- Sexual
 - Central requires all staff and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training via Ministry Safe's online training portal prior to serving in any area of ministry or event involving minors by the beginning of the respective church year and/or event date. This training will be implemented by respective ministry leaders and monitored by the Church Staff.
- Physical and Emotional
 - Central requires all staff and volunteers complete training with designated staff prior to serving in any area of ministry or event involving minors by the beginning of the respective church year and/or event date. This training will be implemented by respective ministry leaders and monitored by Church Staff.



OVERVIEW

FAMILY SAFETY POLICY



DEFINITIONS

Sexual Abuse

- Contact
 - Sexual contact includes touching or other contact, either directly or through the clothing, with an intimate body part. This can include the accused contacting the child in an intimate area, or the child being allowed or encouraged to make contact with the accused in an intimate area. This does not include any act intended for valid medical purposes.
- Non-contact
 - Non-contact sexual interaction includes soliciting, inducing or promoting prostitution of a child, exposing a minor to sexual activity, filming a child in a sexual manner, and sexual harassment of a child via sexting or indecent exposure.
- Grooming
 - Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or gatekeeper), manipulate the child into sexual activity and keep the child from disclosing the abuse.

Physical Abuse

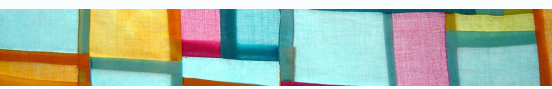
- Physical abuse is causing or threatening a non-accident physical or mental injury to a child. This can include hitting, kicking, dragging, throwing, biting, burning, unreasonable interference with breathing, or unreasonable physical restraint. Physical abuse can also include placing a child in a place where the child is likely to be injured, neglecting to provide adequate food or care, and failing to provide adequate supervision.

Emotional Abuse

- Emotional abuse means behavior, including affirmative acts and acts of omission, that cause harm to a child's self-worth or the emotional well-being of a child as evidenced by an observable change in behavior, emotional response, or cognition by the child. Such harm may be evidenced by anxiety, depression, withdrawal, or aggressive behavior by the child. This could include shaming, name-calling, persistent yelling or criticism, isolating a child, and exposure to physical violence.

ABUSE TOLERANCE

Central has a zero tolerance policy for abuse in ministry. It is the responsibility of every staff member and volunteer at Central to act in the best interest of all minors in every program. In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or potential abuse (physical, emotional, or sexual), it is their responsibility to immediately report their observations. All violations or concerns are to be reported to the respective ministry leader who then should report to a staff member, then to the Lead Pastor. Failure to report may result in removal from the ministry or position.



5 COMPONENTS OF ABUSE AWARENESS



LEARN THE FACTS

- Know the definitions and Central's policies
- Know how prevalent the problem is and where and when it happens

MINIMIZE THE OPPORTUNITY

- Screening - background checks, applications, reference checks, signed policy agreements
- Training and Education - train adults on how to identify and respond to abuse. Educate children and teens on what to do if someone makes inappropriate advances.
- Supervision - abide by the "two or more" rule, choose public places, keep doors open, try to hold events in daylight hours, supervise devices closely, and watch out for inappropriate interaction with children.

TALK ABOUT IT

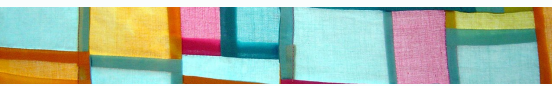
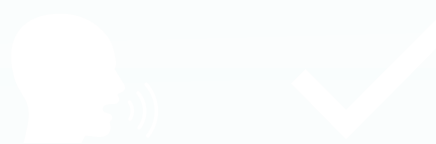
- Talk to your kids about body safety early, open, and often.
- Talk within your team and with volunteers about expectations, rules, and policies.
- Create an open and honest environment.

RECOGNIZE THE SIGNS

- Physical
 - redness, rashes, or swelling in the genital area; urinary tract infections; chronic stomach pain; headaches
- Emotional
 - sudden clinginess to parents, a change in sleeping or eating habits, anxiety or fear of a certain person or place
- Changes
 - lack of interest in friends, hobbies, or other activities the child previously enjoyed
 - changes in eating or sleeping habits, use of sexual language or behavior
- Grooming
 - isolating a child, giving the child gifts, keeping secrets from the parents, spending a growing amount of time with the child, letting the child get away with bad behavior in order to use it as leverage later, or getting defensive when confronted

REACT RESPONSIBLY

- Central requires immediate action. If you see or hear something, say something. Do not try to handle it within your team, and don't feel you have to investigate or make a judgment call. Report it.
- Listen well, don't overreact, don't place blame or ask questions that cause guilt, and don't make promises you can't keep.



OVERVIEW

FAMILY SAFETY POLICY



REPORTING INAPPROPRIATE BEHAVIORS, ABUSE, OR SUSPICIONS OF ABUSE

Central is committed to providing a safe, secure environment for families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the church leaders, police department, Child Protective Services, or other appropriate agency. An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or church leader. Because sexual abusers groom minors for abuse, it is possible a staff member or volunteer may witness behavior intended to groom a minor for sexual abuse. Staff and volunteers are asked to report grooming behavior, any policy violations, or any suspicious behaviors to a ministry leader.

Reporting Route: Always report to a ministry leader, who then reports to a staff member, and then the Lead Pastor.

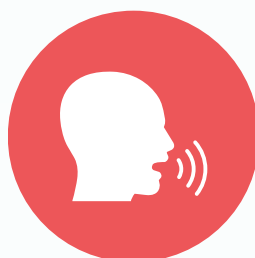
ENFORCEMENT OF POLICIES

Central staff and volunteers who supervise other staff or volunteers are charged with the diligent enforcement of all Central policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or removal from a ministry position – for both volunteers and staff. Final decisions related to policy violations will be the responsibility of the Central Leadership Team.

HEAR something -- SEE something -- EXPERIENCE something



SAY something



REPORTING ABUSE OR SUSPICIONS OF ABUSE

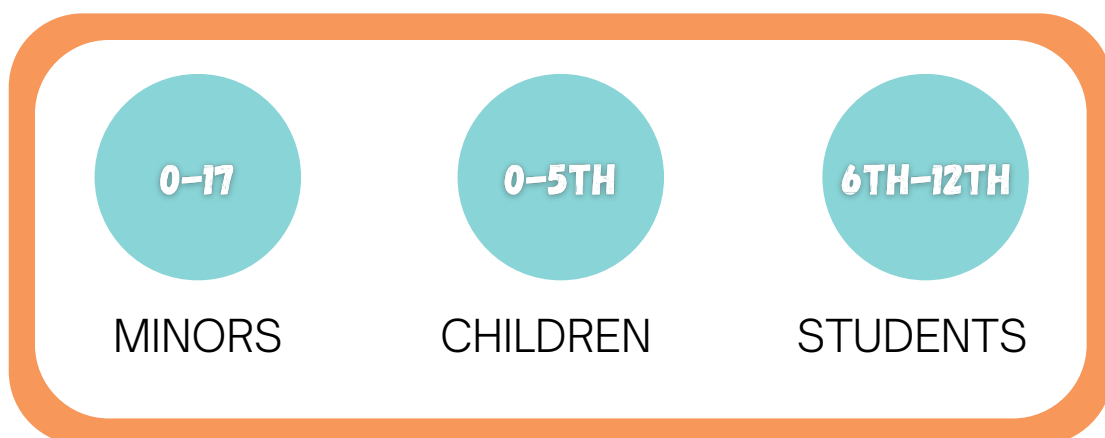
REPORTING VIOLATIONS OF POLICY

In order to maintain a safe environment for minors, Central staff and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor or staff member.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a minor will be immediately suspended from serving in Central's ministries involving minors. This suspension will continue during any investigation by Central leadership, law enforcement or child protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involves minors or vulnerable populations at Central. If the person is a staff member or employee, such conduct may also result in termination of employment from Central. Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination or restriction from participation in any activities involving minors or vulnerable populations at Central.



REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

We report all suspected or alleged abuse or neglect of any kind of minors to the North Carolina Department of Health and Human Services (NCDHHS) or local law enforcement agencies.

Abuse Hotline: 1-800-252-5400

Because many adults are unfamiliar with North Carolina reporting requirements and may be fearful of the process, Central utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a Central supervisor reports the suspicion or allegation *together* with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE *DIRECTLY*.

Instead, it is meant to facilitate reporting, protect minors and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from Central before reporting to law enforcement personnel or the Child Abuse Hotline.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or grooming behaviors of a colleague or coworker) to an immediate supervisor or a member of Central Staff or the Elder Council. This request is intended to assist the church in properly protecting minors involved in Central ministries so that Central leadership can follow-up and address situations respectively.

When in doubt, report.

PHYSICAL CONTACT

Central is committed to protecting minors in its care. To this end, Central has implemented a physical contact policy which promotes a positive, nurturing environment for our Next Gen Ministries while protecting minors. The following guidelines are to be carefully followed by anyone working in Next Gen Ministries:

- Hugging, pats on the back and other forms of appropriate physical affection are important for development and are generally suitable in the church setting.
- Inappropriate touching or displays of affection are forbidden. Any inappropriate or unwanted physical contact, touching of private areas directly or through clothing, or displays of affection should be immediately reported to the Central Leadership Team.
- Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in Next Gen Ministries must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant minor. Their preference not to be touched must be respected.
- Staff and volunteers serving with minors are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to the Central Leadership Team.

Intoxicants

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while on Central's campus, while traveling with minors, or while working with or supervising minors. Leaders and volunteers are expected to live a life above reproach - this includes refraining from any social media posts involving intoxicants. Failure to comply may result in removal from the respective ministry area.

Tobacco Use

Central requires staff and volunteers to abstain from the use or possession of tobacco products as well as vaping products in church facilities, while in the presence of minors or their parents, or during Central activities or programs. Central is a tobacco-free campus.



Sexually Oriented Conversations

Staff and volunteers are prohibited from engaging in any sexually oriented conversations about their own personal relationships, dating, or sexual activities with any minor in the ministry. If a child asks a question of this nature, they are to be directed to their parents. Parents should be notified of any conversations or questions of this nature.

On occasions where curriculum approaches sexual topics, parents are to be notified beforehand (see below), and ministry leaders are to use extreme caution with how questions are answered or handled, especially to keep in line with the above policy

Sexually Oriented Material

Staff and volunteers in Next Gen Ministries at Central are prohibited from possessing any sexually oriented materials (i.e. magazines, cards, images, videos, films, etc.) on church property or in the presence of minors. Parental consent is needed for any biblically-based studies that involve sexually-oriented content.

Nudity and Modesty

Staff and volunteers should never be nude in the presence of minors in their care. All staff and volunteers are expected to live their lives above reproach in terms of personal appearance and purity. Failure to comply may result in removal from respective ministry area.

Parent/Guardian Involvement

PARENT/GUARDIAN CONTACT

Parents/guardians who leave a minor in the care of Central staff and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Next Gen Ministries or programs.

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians have an open invitation to observe all programs and activities in which their child is involved at Central. However, parents/guardians who desire to participate in or have continuous, ongoing contact with their children's programs at Central will be required to complete the Central volunteer application and screening process.

Preschool and Children's Ministry parents/guardians must present their Check-In Tag for entrance to observe. This is the ONLY way parents/guardians will be allowed into the Preschool and Children's areas

KIDS' MINISTRIES SAFETY PLAN

Staff Monitoring Plan

BUILDING SAFETY

Ministry supervisors are responsible for ensuring that ministry activities are monitored at all times. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes, or activities.

SUPERVISION

Only parents or approved guardians with check-in tags for Preschool and Children, screened ministry volunteers, church staff, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification or otherwise immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

- Children and Preschool Ministry at Central will be conducted in areas that are video surveilled.
- Two trained, screened adults should supervise children at all times. In the event this is not possible, the adult in the classroom needs to stand in the doorway with the door open until another approved volunteer arrives.
- Avoid being alone with an individual child in any room or during any ministry program.
- If one supervising adult must leave a group of children, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed. If two individuals serving in a room are immediate family (spouse, parent, child, or sibling), a third volunteer or staff member outside of that immediate family should be present.
- If an unusual circumstance occurs and you find yourself alone with a single child, take the child to a room or building occupied by others or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room or hallway where other staff or volunteers are present.)
- If you need to talk with a child alone, talk to them in a quieter section of the room or an area under video surveillance. Before and after every ministry event, ensure that every room, area, and restroom is checked prior to leaving.

PLAYGROUNDS

On the playground, remember to circulate and watch children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.



Child Safety Measures

WORKER TO CHILD RATIOS

Central is committed to providing adequate supervision in all ministries with minors. Accordingly, the following worker to child ratios aim to be followed:

Program Workers : Children

Preschool, 0 & 1 year old	2:8
Preschool, 2 & 3 years old	2:12
Preschool, 4 & 5 years old	2:18
Elementary	2:20

**The above ratios are MinistrySafe minimum recommendations.
Where supervision is concerned, more is generally better.**

If a worker is out of ratio it is his or her responsibility to immediately notify the ministry leader. Ministry Leaders will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Central's policy.

CHECK-IN AND PICKUP FOR WEEKLY MINISTRY

Upon check-in, each child will receive a nametag and their parent or guardian will be given a claim tag. Volunteers must check each claim tag before releasing a child at pick up. No exceptions can be made regardless of familiarity.

If a claim tag is lost, send the parent or guardian to a member of the Children or Preschool Ministry Team where proper identification must be shown before the child is released. (Have the child stay in the classroom; the parent may pick up the child once cleared).

Preschool and Children's Ministries staff or volunteers are responsible for releasing children in their care at the close of services or activities only to parents, legal guardians, or other persons designated by parents or legal guardians. If a child is being picked up by someone other than the parent or legal guardian, the Preschool or Children's Ministry team leaders must have written confirmation beforehand of whom may pick up the child.

EMERGENCY PROTOCOLS

In the event of **fire, tornado, hurricane, or lock-down**, all ministry leaders will be trained and prepared to lead children to safe, designated areas for each respective occurrence. A plan for these scenarios will be posted in the ministry area.

DISCIPLINARY POLICIES



DISCIPLINARY ACTIONS

It is Central's policy that staff and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable, including spanking, slapping, pinching, hitting, biting, or any other physical force as retaliation or correction for inappropriate behaviors. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations and redirect to a positive behavior.
2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the child. Provide the child with a simple, understandable reason for the separation and a clear explanation of your expectations. (“Terry, you didn’t stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.”)
3. After a 3rd time, refer to a ministry leader who may inform a parent or guardian. Parents may be asked to become involved in redirecting misbehavior.

*When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.

**Uncontrollable or unusual behavior should be immediately reported to a ministry leader or staff member.

In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of students. In these instances, staff and leaders are allowed to restrain a minor with appropriate physical force as needed. Uncontrollable or unusual behavior should be reported immediately to parents and the Children's Pastor. Any behavior problems will be handled in the following sequence:

1. **The child will be asked to correct the behavior.**
2. **A leader or staff member will talk with the child to discuss the problem behavior.**
3. **Parents will be notified of discipline and behavior problems.**
4. **The child will not be allowed to attend the ministry event and will be sent home if necessary.**

BULLYING

Verbal, physical, or emotional bullying between any individuals is not acceptable at Central. At the first sign of bullying in any form, act decisively and inform your ministry leader. There is no harmless put-down. When addressing bullying, refer to disciplinary actions above.



Restroom Policies

Do not use a bathroom in use by children. When no child is present, volunteers are allowed in a bathroom (one at a time) as long as there is another adult at the doorway keeping any child from entering.

Approved volunteers may monitor restroom conduct from the entryway or open, observable space of the restroom.

Only adult females may assist preschoolers in the restroom and change diapers. Diapers must be changed on diaper changing stations within plain view of other volunteers.

*Children must never be left unattended on changing tables.

**Any special instructions given by parents leaving children in preschool ministry must be recorded on the registration cards (Example: "Seth Adams has a medicine in the bag for rash.")

GRADES K-5

If a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities. Any assistance with the straightening or fastening of garments should be done in the presence of another volunteer of the same gender of the child. If this is not possible, this should be done in an observable or video-surveilled area.

- Only one child in the restroom at a time in a single toilet facility.
- All children in grades K-5 must be monitored by a leader when traveling to and from the restroom.
- For children with special needs, age 5 or older, only parents or legal guardians will be allowed to change diapers or assist in the restroom.

Medication

Do not administer medication of any kind to any child while serving in ministry programs including over the counter drugs without written consent and instructions from the parent or legal guardian.

Transportation

Staff and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- Children should be transported directly to their destination.
Unauthorized stops or stops to a non-public place are prohibited. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- Drivers are urged to rely on another present adult for cell phone use.
In special circumstances, drivers may only use cell phones through hands-free methods while driving Central vans or vehicles owned or rented by Central unless in an emergency.
- No drivers under age 25 may drive Central owned or rented vehicles.
- All drivers must pass a driving record check.
- All drivers must be accompanied by at least one individual 18 years or older.
- All personal vehicles used to transport minors must be insured.

Verbal Interactions with Children

Verbal interactions between staff or volunteers and children should be positive and uplifting. Leaders should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children. To this end, leaders should not talk to children or about children to parents, other leaders, or volunteers, or anyone else on and off campus in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, leaders are expected to refrain from swearing or using crude language or jokes in the presence of children. In aiming to live a life above reproach, leaders and volunteers are expected to refrain from any social media posts involving this type of language. Failure to comply may result in removal from the respective ministry area.



Sexually Oriented Conversations and Materials

In Children's Ministry discussions and lessons, planned or unplanned, may occur from time to time that address issues related to purity, dating, sex, gender, identity, and sexuality. These lessons will convey to the children a Scriptural view on these topics.

Children may have questions or struggles in this area and desire to confide in a trusted leader for guidance. Avoid discussing anything of a sexual nature with children of the opposite gender, unless in a group setting. Aim to share with the parents a review of any discussions, unless doing so would bring harm to the child. (For example, when teaching on biblical fatherhood, a child may share with a leader that their father has sexually abused them.)

Electronic Communication

All communication with children must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication by all staff and volunteers should be readily available to share with the pastoral staff or parent(s)/guardian(s).

TEXTING

- Central encourages kids' workers against initiating any electronic communication with children. In the event that electronic communication is necessary or initiated by children, Central encourages group texting, especially when communicating with the opposite gender.
- Use judgment in the timing and content of texts. Avoid texting children after 10:00pm and before 7:00am.
- Do not discuss any sexual topics via text.

SOCIAL MEDIA

- In communicating with others via social media, use the same guidelines as texting.
- SnapChat, or any other private medias, are not appropriate or acceptable forms of communication for ministry leadership.

STUDENT MINISTRY SAFETY PLAN

Staff Monitoring Plan

BUILDING SAFETY

Ministry supervisors are responsible for ensuring that ministry activities are monitored at all times.

SUPERVISION

Only parents or approved guardians, screened ministry volunteers, church staff, and students are allowed in areas where ministry to students is occurring. All other adults should be asked for identification or otherwise immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, screened adults should be present with students during all regular ministry activities. If two individuals serving in a room are immediate family (spouse, parent, child, or sibling), a third volunteer or staff member outside of that immediate family should be present. Under no condition should an adult be alone with a student of the opposite gender. When working with the same gender, extreme wisdom and discernment should be applied.

When meeting with discipleship groups, which are typically one leader with 3 to 5 students of the same gender, the group must meet in an area that is easily observed.

If an unusual circumstance occurs and you find yourself alone with a student of the opposite gender, take the student to a room or building occupied by others, or to a location easily observed by others.

Before and after every ministry event, ensure that every room, area and restroom is checked prior to leaving.

LEADER TO STUDENT RATIOS

Central is committed to providing adequate supervision in all ministries with minors. Accordingly, the following volunteer to student *minimum* ratios will be followed:

1-10 students: 2 leaders

11-29 students: 3 leaders

30+ students: 4 leaders

Overnight Trips: 1 leader for every 6 students (per gender)

The above ratios are MinistrySafe minimum recommendations. Where supervision is concerned, more is generally better.

If a leader is out of ratio, it is his or her responsibility to immediately notify the ministry leader. Ministry Leaders will make diligent efforts to find substitute workers to immediately bring leader to student ratios into compliance with Central's policy.

Disciplinary Policies

DISCIPLINARY ACTIONS

No physical discipline may be used for behavior management of students, including spanking, slapping, pinching, hitting, biting, or any other physical force as retaliation or correction for inappropriate behaviors. In the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of students. In these instances, staff and leaders are allowed to restrain a student with appropriate physical force as needed. Uncontrollable or unusual behavior should be reported immediately to parents and the Student Pastor. Any behavior problems will be handled in the following sequence:

- 1. The student will be asked to correct the behavior.**
- 2. A leader or staff member will talk with the student to discuss the problem behavior.**
- 3. Parents will be notified of discipline and behavior problems.**
- 4. The student will not be allowed to attend the ministry event and will be sent home if necessary.**
- 5. The student will lose the privilege of participating in future events.**



BULLYING

Verbal, physical, or emotional bullying between any individuals is not acceptable at Central. At the first sign of bullying in any form, act decisively and inform your ministry leader. There is no harmless put-down. When addressing bullying, refer to disciplinary actions policies.

RESTROOM POLICIES

Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor. In public contexts, send students to use the restroom in groups of at least three when possible.

MEDICATION

Do not administer medication of any kind to any student while serving in ministry programs, including over the counter drugs without written or verbal consent from the parent or legal guardian.

TRANSPORTATION

Staff and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when leaders are involved in the transportation of students:

- Stops to a non-public place are prohibited.
- For ministry events, staff and volunteers should avoid transportation circumstances that leave only one student in transport. If this is unavoidable, parental acknowledgment and consent is required.
- Staff and volunteers should avoid physical contact with students while in vehicles.
- Drivers are urged to rely on another present adult for cell phone use. In special circumstances, drivers may only use cell phones through hands-free methods while driving Central vans or vehicles owned or rented by Central unless in an emergency. No drivers under age 25 may drive Central owned or rented vehicles.
- All drivers must pass a driving record check.
- All drivers must be accompanied by at least one individual 18 years or older.
- Never be alone in a vehicle with a student of the opposite sex .
- Never instruct a student to drive other students to a ministry event.
- Transport only the number of students for which you have seatbelts.
- Seatbelts should be worn at all times while in the vehicle.
- No one should be double-buckled.
- Use extra caution when driving students.
- All personal vehicles used to transport minors must be insured.

Sexually Oriented Conversations and Materials

It is expected that from time to time, Student Ministry discussions and lessons, planned or unplanned, may address issues related to purity, dating, sex, gender, identity, and sexuality. These lessons will convey to the students a Scriptural view on these topics.

Students may have questions or struggles in this area and desire to confide in a trusted leader for guidance. Avoid discussing anything of a sexual nature with students of the opposite gender, unless in a group setting. Aim to share with the parents a review of any discussions, unless doing so would bring harm to the child. (For example, when teaching a lesson on biblical fatherhood, a child may share that their father has sexually abused them.)

Electronic Communication

All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication by all staff and volunteers should be readily available to share with the pastoral staff or parent(s)/guardian(s).

TEXTING

- Encourage group texting when possible, especially when communicating with the opposite gender.
- Use judgment in the timing and content of texts. Avoid texting students after 10:00pm and before 7:00am.
- Do not discuss any sexual topics via text.

SOCIAL MEDIA

- In communicating with students via social media, use the same guidelines as texting.
- SnapChat, or any other private medias, are not appropriate or acceptable forms of communication for ministry leadership.

Policies and Procedures Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to your Ministry Leader.

I have received and read a copy of Central's Family Safety Policy and understand the importance of the material. I agree to abide by these guidelines while serving or working at Central.

I understand the manual may be modified and that any guideline may be amended, revised, or eliminated by Central. In the event of any changes, I will be notified by Next Gen Leadership in my respective ministry area.

I acknowledge and understand that these materials and guidelines in no way express or imply a contractual employment relationship between me and Central.

If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____



OUR CONTACT



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