

GUIDELINES FOR PROVIDING A SAFE ENVIRONMENT AND FOR PREVENTING ALLEGATIONS OF CHILD ABUSE

These guidelines are only suggestions and are intended to assist in the writing of department guidelines. Each department ministering to minors will write their own age specific guidelines. The departmental guidelines should not conflict with the policy adopted by the church.

1. All workers who may have contact with minors must complete an “Application For Ministry” and be approved by the Department Head of the department in which they desire to work.
2. All workers who will be working with minors must also complete and pass a fingerprint background check.
3. No one will be permitted to work in a children’s or youth department in any capacity until they have been a part of _____ Church for at least six months.
4. Every group of children must have at least two workers present at all times.
5. Men are not permitted to take girls into the bathroom. When either a man or woman is taking a child to the bathroom, provide as much privacy for the child as possible. Workers should only enter a restroom stall when absolutely necessary to assist a child. Keep the door ajar.
6. Classroom doors must always remain unlocked when activities are occurring.
7. Use proper judgment when having physical contact with a child. Touching and/or hugging should only be done in the presence of another adult in an open classroom. Avoid tickling.
8. All activities outside the normally planned Department calendar must be approved by the Department Head.
9. Visitors or “new workers” are not permitted to work in any ministry unless approved by the Department Head. Exceptions: Parents may be asked to help at the last minute for a specific situation or substitute for a given service.
10. Parents are welcome to observe their child in a class or club. However, if a parent desires to observe for more than a few weeks, they must complete an “Application For Service” and receive permission from a staff member from the Department.
11. If a teacher or club leader desires to be with a child alone, he/she must receive specific permission from the parent, explain what time the child will be picked up and returned, and where they will be. They must be in a public place, i.e., restaurant; never in their home or other private place.
12. Workers must be aware of the Church Child Abuse Policy and know what to do if abuse is suspected.

These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church’s responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPAs part of the process of developing your policies and procedures.