

# BUCKINGHAM CHURCH OF THE NAZARENE

## Minor Protection Policy and Procedures Manual

Dear Volunteer or Staff Member,

Welcome to Buckingham Church of the Nazarene!

At Buckingham Church of the Nazarene, we take our responsibility to care for children (further referred to as persons under 18 years of age) seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ and Father God.

The pages of this handbook provide a general overview of procedures and guidelines for the Buckingham Church of the Nazarene volunteers and staff members.

Our policies are intended to create a safe environment for children, protecting children, you, and the mission of the Buckingham Church of the Nazarene.

The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Pastoral staff

Buckingham Church of the Nazarene

## Buckingham Church of the Nazarene

### Policies & Procedures for Children's and Youth Ministries

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## **Overview of the Buckingham Church of the Nazarene Safe System**

The Buckingham Church of the Nazarene requires all staff members and volunteers working with children or youth (and other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

### **STEP ONE: Sexual Abuse Awareness Training**

The Buckingham Church of the Nazarene policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Buckingham Church of the Nazarene Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. 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.

To equip the Buckingham Church of the Nazarene staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, the Buckingham Church of the Nazarene highly recommends that all staff members and volunteers complete Nazarene Safe or other approved sexual abuse awareness training (live or online). This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers are required to complete the Buckingham Church of the Nazarene Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees)
- complete the Ministry Application (volunteers)
- provide references to be checked
- \*a volunteer must attend Buckingham Church of the Nazarene regularly for six months before being eligible to serve in positions providing access to children, youth or vulnerable populations.

### **STEP THREE: Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this document and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Buckingham Church of the Nazarene requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. FBI background check is recommended.

## **Child Safety Policy**

### **ABUSE TOLERANCE**

Buckingham Church of the Nazarene has a zero tolerance for abuse in ministry programs and ministry activities.

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

In the event that staff or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor, the Children's Pastor, Youth Pastor and the Senior Pastor.

Any report of inappropriate behaviors or suspicions of abuse will be reported, in accordance with this policy, to the Buckingham Church of the Nazarene Safety Committee Chair and, as the facts warrant in accordance with state law, to the Police Department, Child Protective Services, or other appropriate agency. The report must be made in writing and signed by the one reporting the incident. A verbal report is also recommended. Time and date are required.

An element of creating a safe environment for children includes the fostering of a culture of reporting relevant information to a supervisor or a member of the Buckingham Church of the Nazarene Safety Committee. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers must report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the Buckingham Church of the Nazarene Safety Committee.

### **ENFORCEMENT OF POLICIES**

Buckingham Church of the Nazarene staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Buckingham Church of the Nazarene policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's Ministry's positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Church Board.

### **Reporting Abuse or Suspicions of Abuse**

#### **REPORTING VIOLATION OF POLICY**

In order to foster a safe environment for our children, Buckingham Church of the Nazarene staff members 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 in the ministry area, the Children's Pastor, Youth Pastor and the Senior Pastor.

## **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's and Youth Ministries. This suspension will continue during any investigation by 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 children, students or vulnerable populations at Buckingham Church of the Nazarene. If the person is a staff member or employee, such conduct may also result in termination of employment from Buckingham Church of the Nazarene.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Buckingham Church of the Nazarene.

## **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at Buckingham Church of the Nazarene are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, the Children's Pastor, Youth Pastor, or the Senior Pastor.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer in Children's or Youth Ministries, the Children's Pastor, Youth Pastor, and Senior Pastor will speak with the person or volunteer to whom the child spoke and/or who witnessed the alleged incident of abuse in order to get detailed information about the entire conversation with the child and/or about the alleged incident. The Senior Pastor will be notified as soon as possible.

If appropriate, the Children's Pastor, Youth Pastor or the Senior Pastor will inform the Virginia Department of Health and Human Services, and/or Child Protective Services, and/or any other appropriate law enforcement agency.

## **RESPONSE TO REPORT OF ABUSE**

The Buckingham Church of the Nazarene Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs.

## **Church of the Nazarene Safety Committee**

### **SAFETY COMMITTEE**

Buckingham Church of the Nazarene will appoint the local church board or the Sunday School Discipleship and Ministries International (SDMI) board to be the Safety Committee.

### **MISSION STATEMENT**

The purpose of the Safety Committee is to oversee the Buckingham Church of the Nazarene Children's Ministries and Youth Ministries to carry out appropriate ministry activities while fostering a safe environment for program participants against emotional, physical or sexual abuse.

### **COMPOSITION**

The Safety Committee will be comprised of the following members

1. the Senior Pastor
2. the Children's Pastor
3. the Youth Ministries Pastor
4. and remaining members of the local church board or Sunday School Discipleship Ministries International (SDMI) board

The Senior Pastor or designee will chair the Safety Committee.

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Implementation of the Buckingham Church of the Nazarene Safe System and development of policies and procedures attendant thereto; address safety and risk management issues.
2. Monitoring all Children's and Youth Ministries programs for ongoing compliance with safety policies and procedures and to address any reports of suspected behavior/actions that are not in compliance, including any reports of suspected/alleged abuse.
3. Performing an initial investigation into any reports of suspected/alleged abuse.
4. Making recommendations to the Buckingham Church of the Nazarene local church board.

## **Policies Regarding Facilities:**

### ***Children's Ministries***

- ☒ All classrooms should be equipped with a window or half door. Classrooms not so equipped should have a door open at all times.
- ☒ A phone (cell phone) should be accessible to leaders in all areas of the building.
- ☒ First aid kit should be stocked and provided in all ministry areas.
- ☒ Early Childhood classrooms should have covers over all electrical outlets.
- ☒ Emergency map and evacuation procedures should be posted in all classrooms.
- ☒ Low cabinets should be equipped with safety latches and be free of cleaners and chemicals.
- ☒ Early Childhood classrooms should be free of pushpins and thumbtacks.
- ☒ Exit doors should be clear of clutter to allow easy access.
- ☒ Chairs, cribs, and all equipment should be kept in good repair.

### ***Youth Ministries***

- ☒ All classrooms should be equipped with a window or half door. Classrooms not so equipped should have a door open at all times.
- ☒ A phone (cell phone) should be accessible to leaders in all areas of the building.
- ☒ First aid kit should be stocked and provided in all ministry areas.
- ☒ Emergency map and evacuation procedures should be posted in all classrooms.
- ☒ Exit doors should be clear of clutter to allow easy access.
- ☒ After every programming event, staff members and volunteers must check every room and restroom prior to leaving.
- ☒ Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.
- ☒ No student(s) will be left unattended or unsupervised during youth ministry programming gatherings.



**Job Descriptions:**

☑ All staff and volunteers should be provided with a written job description that clearly defines the expectations for the assigned role.

☑ All staff and volunteers should be provided a name of the supervisor for their assigned role.

☑ Annual training should be provided to refresh all staff and volunteers regarding the church policies and any changes that may have been adopted.

## **Special Events, Offsite and Overnight:**

- ☒ Leaders must have a liability and medical release form signed by the parent/guardian. This form should also name the destination/name of event and give the child permission to attend.
- ☒ The appropriate child to adult ratio should be maintained throughout the event.
- ☒ Gender appropriate sponsors are required for overnight events.
- ☒ All chaperones should be required to go through the screening process.
- ☒ Modest attire should be required at all times.
- ☒ Only one person per sleeping bag/ bed at all times.
- ☒ Sleeping areas must be gender specific.
- ☒ Chaperones must be lodged in gender specific areas.
- ☒ Under no circumstances should one chaperone and one minor sleep in a room without a third person present.
- ☒ Under no circumstances should one chaperone and a minor be in the same bed/sleeping bag.
- ☒ Restrooms and showers must be gender specific. Under no circumstances should a chaperone shower at the same time with a minor.
- ☒ Adults should dress behind closed doors and maintain adequate privacy when changing clothes.

## **BUILDING SAFETY**

The Children's Pastor will be responsible for ensuring that the Buckingham Church of the Nazarene Children's areas used by the Children's Ministries are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will be left unattended in the Children's classrooms or on the children's playground during children's ministry programming or classes. Children's Ministries staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will 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 where other staff members or volunteers are present.)

After every programming event, Children's Ministries staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are 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.

## **WORKER TO CHILD or STUDENT RATIOS**

### **Children's Ministries**

The following worker to child ratios will be observed at Buckingham Church of the Nazarene:

<b>Program</b>	<b>Workers</b>	<b>Children</b>
Nursery (Birth to 18 mo.)	1	3
Toddler Room (18 mo. to 3 yrs)	1	6
Preschool (3 yrs to school age)	1	8
Elementary (K-2nd grade)	1	10
Elementary (Grades 3-5)	1	15

\*The above ratios are 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 program supervisor or the Children's Pastor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children's ratios into compliance with Church policy.

\*When at all possible, there will be 2 screened adults per classroom. When this is not possible it will be required that an approved monitor will move through the hallways of the Children's area observing each classroom multiple times throughout the class period. When two workers cannot be present there MUST be a window in the door, OR a half door must be open, OR, if there is neither a window or a half door, a door MUST be left open so the monitor can observe the classroom.

### **Youth Ministries**

The following ratios will be observed for Youth Ministry activities and programs:

For groups up to and including 10 students, there will be at least 1 staff member or volunteer supervising. For groups ranging 11 to 29 students, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 students, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio, it is his or her responsibility to immediately notify the Youth Pastor. The responsible Youth Pastor and the ministry volunteers will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy.

\*The above ratios are minimum recommendations.

## **DISCIPLINE**

It is Buckingham Church of the Nazarene's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

### **Children's Ministries**

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- 4) Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

When these methods fail to bring a child's behavior into acceptable bounds or unusual behavior is observed this should be reported immediately to parents and the Children's Pastor or Senior Pastor

### **Youth Ministries**

If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Pastor.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

### **Nursery children**

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### **Diapering**

- 1) Only approved nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 2) Changing of diapers should be done in plain sight of other nursery workers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

#### **Toilet training**

- 1) Only approved nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 2) When children are taken into bathrooms the door will be left partially open.
- 3) Young children will never be left unattended in bathrooms.
- 4) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia is toilet trained, but she needs to be reminded – ask her if she needs to go.").
- 5) Children should be assisted in straightening their clothing before returning to the room with other children.
- 6) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing, diapers, or pull ups should be provided by the parents.
- 7) Parents of children who have reached the age of 4 years old will be required to change diapers/clothing/pull ups when the child has an "accident".

### **School age children**

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom. If

a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

### **Special needs**

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Buckingham Church of the Nazarene facility, while traveling with children/youth, or while working with or supervising children/youth.

## **TOBACCO USE**

Buckingham Church of the Nazarene requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children/youth or their parents, or during Buckingham Church of the Nazarene activities or programs.

Buckingham Church of the Nazarene is a tobacco-free facility.

## **MEDICATION**

No medications of any kind (prescription or over the counter) shall be administered by a staff member or volunteer during any activity or event sponsored by the church. (Offsite events will be addressed separately.) The only exceptions to this policy are diaper ointment/medication and insect bite cream, after a parent information sheet is signed by a parent or guardian.

## **NUDITY**

Staff members and volunteers in Buckingham Church of the Nazarene's Children's and Youth Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e., changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Children's Pastor or Youth Pastor concerning arrangements for showering or changing clothes.

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

### **Children's Ministries**

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Buckingham Church of the Nazarene Children's Ministry program. Another adult who has completed the Buckingham Church of the Nazarene application and screening process should always be present.

### **Youth Ministries**

Buckingham Church of the Nazarene recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

#### **Individual Meetings**

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed unless prior approval is obtained from the Youth Pastor.

In the event a closed-door meeting must occur, the staff member or volunteer must inform another staff member and ensure the door remains unlocked.

## **TRANSPORTATION**

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

- ☒ Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- ☒ Staff members and volunteers should avoid transportation circumstances that leave only one child or student in transport.
- ☒ Staff members and volunteers should avoid physical contact with children while in vehicles.
- ☒ No drivers under age 21 may drive Buckingham Church of the Nazarene owned or rented vehicles.
- ☒ All drivers must provide a copy of a valid driver's license with the appropriate endorsements.
- ☒ Only approved vehicles with valid insurance and registration may provide transportation.

## **PARENTAL CONTACT**

Parents who leave a child in the care of Buckingham Church of the Nazarene staff members 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 Children's or Youth Ministries programs.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to visit any and all services and programs in which their child is involved at Buckingham Church of the Nazarene. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at Buckingham Church of the Nazarene will be required to complete the Buckingham Church of the Nazarene volunteer application and screening process.

## **PHYSICAL CONTACT**

Buckingham Church of the Nazarene has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries and Youth Ministries while protecting children and youth. The following guidelines are to be carefully followed by anyone working in Children's Ministries and/or Youth Ministries programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children/youth are important for children's and youth development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children's Pastor, Youth Pastor or the Senior Pastor.



3. Physical contact should be for the benefit of the child or student, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children, youth, or staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's or Youth Ministries must foster trust at all times.
6. Do not force physical contact, touch or affection on a reluctant child or youth. A child's or youth's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Children's Pastor, Youth Pastor, or the Senior Pastor.

## **SEXUALLY ORIENTED CONVERSATIONS AND SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers in Children's Ministries at Buckingham Church of the Nazarene are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child participating in a Children's Ministry activity and/or ministry program.

Staff members and volunteers in Children's Ministries are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

However, it is expected that from time to time Youth Ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will convey to the youth the church's views on these topics.

## **SLEEPING ARRANGEMENTS**

It is anticipated that certain Youth Ministry activities will require that overnight sleeping arrangements be made for youth and staff/volunteers (i.e., lock-ins, mission trips, camp, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will observe the following rules:

1. The 2-adult rule must be followed. The 2 adult leaders present must have previously completed Buckingham Church's application and screening process.
2. Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Pastor prior to the activity.
3. As long as any youth are awake, at least one adult staff member/volunteer must also be awake and monitoring the youth.

4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by adult staff members/volunteers of the same gender.
7. Staff members and volunteers will monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping youth remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a youth.
8. Whenever possible, at least one staff member or volunteer will sleep in the same room as youth or in an adjoining room with the door between the rooms kept open.
9. When standard beds are used for sleeping, a “one-person-to-one-bed” rule will be observed. In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and youth will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed.

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and children/youth should be positive and uplifting. Buckingham Church of the Nazarene staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children and youth.

To this end, staff members and volunteers should not talk to children or youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children or youth.

## **RELEASE OF CHILDREN**

Children’s Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Children’s Pastor before releasing the child.

## **SUPERVISION**

Staff members and volunteers in Children’s Ministries are expected to provide adequate supervision for children in their care while working in church programs.

## **Policies and Procedures**

### **Statement of Acknowledgement and Agreement**

I have received and read a copy of Buckingham Church of the Nazarene's Child Protection Policy and Procedure's manual and understand the importance of the material in this manual.

I agree to abide by these guidelines while serving or working at Buckingham Church of the Nazarene.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Buckingham Church of the Nazarene at any time (if possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Buckingham Church of the Nazarene. 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.

I acknowledge receipt of the Buckingham Church of the Nazarene Policies and Procedures Manual.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

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