

**OVERVIEW:**

The following is a typical process used to screen, train, and inform volunteer workers.

- CEC full policy on file describes these steps in more detail. It may be consulted for clarification
- The volunteer is given a copy of this document.
- A CORI check is performed and kept on file.
- The volunteer meets with Nursery leader or Elder for final verification.
- In all situations, an adult should never be alone with a child behind closed doors.
- No volunteer should have responsibility for minors until he/she has been a member for 6 months or a regular attendee for 1 year.
- Smoking is not allowed on campus.

**NURSERY (ages newborn to two years) SUPERVISION**

- Children should be supervised at all times
- Only authorized workers(at least aged 12) are to be in the nursery.
- Children will only be released to parents or other authorized persons.
- Staff will not discipline children by use of physical punishment. If a child is uncontrollable the parent(s) will be notified to pick up the child.

**DIAPER CHANGING**

- All diapers are to be changed by adult volunteers.

**YOUNGER CHILDREN (ages 3 to 12) CLASSROOM SUPERVISION**

- Children should be supervised at all times.
- Only authorized workers(at least aged 12) are to be in the classrooms.
- Children aged two through 2nd grade should stay with leaders at the end of class until released to a parent or authorized person.
- There should always be two leaders for every class. In the event that a worker is momentarily left alone with children, be sure the door is ajar and windows are not obstructed. Always strive to avoid even the appearance of impropriety.
- Should a leader be alone in a room with children, the room must have an inside window or an open door.
- Staff will not discipline children by use of physical punishment. Supervised "time out", alternative activities, or loss of a privilege (i.e. game time), are acceptable alternatives.

**YOUNGER CHILDREN RESTROOM RULES**

- When leaders must accompany children to the rest room, the door should remain open; except in an emergency, children should enter stalls alone.

**SUPERVISION OF TEENAGERS (13-18)**

- There should be two (or more) adult leader(s) present during all youth classes, rehearsals or on-campus events.
- Small group discipleship meetings may have one (or more) adult leader(s) present when meeting on the church campus as long as there are other people or activities on campus going on at the same time.
- Doors are to remain open during any one-on-one meetings.
- Parents / drivers are expected asked to bring their to events on time and to pick them up promptly afterwards.

- At least two adult leaders should remain on campus until all youth have left.

### **A CEC VOLUNTEER CODE ETHICS, GUIDELINES, AND RULES**

- 1) There should be no smoking on church property.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Children should not be abused in any way, including:
  - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
  - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
  - Sexual advances or sexual activity of any kind between any person and a minor;
  - Sexual advances or sexual activity of any kind to a minor(s);
  - Infliction or physically abuse behavior or bodily injury to a minor;
  - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Covenant Evangelical Church
  - The presence or possession of obscene or pornographic materials at any function of Covenant Evangelical Church.
  - The presence, possession, or being under the influence of any illegal, illicit drugs;
  - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of Covenant evangelical Church.
- 4) Volunteers should treat people of all races, religions, and cultures with respect and consideration.
- 5) Volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 6) Volunteers should be free of physical conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
- 7) Volunteers should portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 8) Volunteers are expected to act and react with Christian love and understanding in all situations.

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- 9) Volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.