

ADVANCE KIDS CHILD PROTECTION POLICIES

VOLUNTEER SCREENING AND ABUSE PREVENTION POLICY

This policy is specifically intended to protect our children from all forms of abuse. It is also to protect adults. This policy addresses three areas: **volunteer screening, reporting procedures,** and **additional safeguards.**

- All adult volunteers working with minors must complete a background check. Clearances must be updated as required by the state of Pennsylvania.
- If you suspect **any** child abuse or neglect, please call the PA Department of Human Services ChildLine to make a confidential report at 1-800-932-0313.
- Any suspicion of child abuse or neglect should also be immediately reported to Heather Prentice or one of the elders.
- Volunteers are expected to observe the following additional safeguards:
 - Two volunteers must be present in a classroom before children are received.
 - No one may be alone in a classroom with a child.
 - No one may be alone in a bathroom at any time with a child.

SECURITY POLICY

- Many different volunteers care for children each week. It is very difficult for each volunteer to know every child and the many different changes in family situations. Because we want to ensure safety, we ask that parents adhere to the following procedures:
 - Parents check in themselves and their children at the community table, and they will receive a name tag with a non-static number that matches the child's.
 - At least one of the parents will accompany their children to their age-appropriate classroom.
 - When picking up the child(ren), the parent must be wearing their name tag in order to receive the child.
 - The children's ministry volunteer will match the security numbers on the parent's name tag and the child's name tag before releasing the child.

RESTROOM POLICY

For the protection of our children and volunteers, it is important to follow these procedures when taking children to the bathroom:

- A volunteer is never allowed in a bathroom alone with a child.
- If needed, assist children with their clothing in the open doorway before they go into the bathroom.
- Encourage children to do as much of this for themselves as possible.
- If you have an emergency situation where a child is sick, or needs assistance, please prop open the bathroom door and ask another volunteer to help you.

