

Carmel Presbyterian Church

Volunteer Guidebook and Protection Policy



TABLE OF CONTENTS

1. WELCOME -----	3-4
2. Staff Contact Information -----	5
3. Expectations* -----	6
4. Volunteer/Child Ratio* -----	7
5. Process Of Eligibility* -----	8-9
6. Policies* -----	10-15
a. General	
b. Diapering	
c. Bathroom	
d. Physical Touch	
e. Abuse	
f. Missing Child	
g. Emergency	
i. Evacuation	
ii. Earthquake	
7. Room Stewardship* -----	15
8. Student Volunteer Agreement* -----	16
9. Volunteer Guidebook and Protection Policy Receipt* -----	17

WELCOME

Welcome to the CPC TEAM! Thank you for choosing to devote your time and energy into helping build up the next generation here at Carmel Presbyterian Church

Here at CPC, our mission is:

“To make disciples and grow Christ-like followers of Jesus.”

And our vision is:

“To lead all in our community to become lifelong disciples of Jesus Christ.”

Connected- CPC TEAM players are encouraged to not only be connected to the church during the service they volunteer, but also throughout the week either by attending the alternate service, being involved in small groups, and other events that take place here at the church.

Passionate- CPC TEAM players must have a passion not only for God, but also for how God is working in the lives of our kids.

Caring- We are God's example to the students every time we take on a leadership role in the church. With that being said, it is crucial that team members are making sure that all the students in the class can see God's caring love, grace, and mercy in EVERY interaction and situation that they encounter in the classroom.

Trustworthy- Besides the basic background check, volunteers will be held to a higher standard of trustworthiness as to ensure the complete safety and security of our kids.

Encouraging- CPC TEAM players are to encourage kids to be passionate about what we are teaching them, as well as, encouraging them to cling to Christ during all seasons of life.

Adherent- CPC TEAM players are to take the rules and restrictions seriously and must always, under EVERY circumstance, adhere to the instructions and directions dictated in the Children's Ministry Guidebook.

Mentor- CPC TEAM players are role models to the children they are working with and must mentor the kids to love themselves and others the way God instructs us to.

STAFF CONTACT INFORMATION

Tim Yee

Senior Pastor

tim@carmelpres.org

Luke Barnes

Associate Pastor of First Half of Life

luke@carmelpres.org

Amanda de la Vega Tovar

Minister to Students

amanda@carmelpres.org

Erin Adams

Sunday Children's Ministry Lead

erin@carmelpres.org

EXPECTATIONS

Expectations for teachers

- Arrive 15 minutes before the start of program
- Always dress modestly because there is a lot of moving around when it comes to working with children and students
- Be as prepared and knowledgeable on the lesson as possible before teaching a lesson
- Do not forget to be constantly growing your own relationship with Christ before teaching the children and students
- Always be positive towards the students and excited about what's ahead
- If you are unable to serve please give the ministry lead as much notice as possible
- Clean up and disinfect your room before leaving
- Give 1 (one) month notice before ending volunteer service

Expectations for student and adult helpers

- Arrive at least 5 minutes before the start of program
- Always dress modestly because there is a lot of moving around when it comes to working with children and students
- Do not forget to be constantly growing your own relationship with Christ
- Always be positive towards the students and excited about what's ahead
- If you are unable to serve please give the ministry lead as much notice as possible
- Clean up and disinfect your room before leaving
- Give 1 (one) month notice before ending volunteer service

VOLUNTEER/CHILD RATIO

Classroom ratios help us provide a safe and effective ministry environment for our children. In order to keep our ratios, we must close a classroom when the maximum number of children is in attendance per volunteer. When working with STUDENT volunteers the ratio of child to volunteer is half (i.e. an adult in a room of toddlers can have a ratio of 1:4, however for a Student that ratio would be 1:2). If maximum capacity is reached consult with the ministry lead before turning a child away. In the case of a combined classroom the ratio will have to be decided by the ministry lead.

Infants - 2 years old 1:4

3 years old - Preschool 1:8

Kindergarten - 2nd Grade 1:11

3rd Grade - 5th Grade 1:13

6th Grade - 12th Grade 1:15

Process Of Eligibility

Step 1

Initial Contact

This is a casual meet and greet with an overview of the ministry and the volunteer on-boarding process.

Step 2

Application

Every person who wishes to be involved as a CPC Team player must first fill out the appropriate application. People under the age of 18 MUST fill out the **youth** volunteer application, and people older than 18 MUST fill out the **adult** application.

Step 3

Background Check

EVERY applicant over the age of 18 will be required to submit a criminal background check before working in a classroom with anyone under the age of 18. This step is then reviewed by CPC staff to determine if it is appropriate to move on to the next step.

Step 4

Personal Interview

This is a 30 minute discussion between you and the ministry lead that heads the department in which you wish to serve. **Please bring in your printed “Volunteer Guidebook & Protection Policy Receipt” to be copied during the interview.** This step is then reviewed by CPC staff to determine if it is appropriate to move on to the next step.

Step 5**Observation Service**

Before being assigned to a classroom the applicant will be required to attend an observation service in order to make sure they are the right fit for themselves and the church in that area. This step is then reviewed by CPC staff to determine if it is appropriate to move on to the next step.

Step 6**Final Review**

Upon completion of Steps 1-4 a final review by CPC staff will be conducted before approval to volunteer is granted.

Policies

General Safety Policy

1. All children must be checked into kidcheck before entering the classroom. There is no official check-in requirement for students Grades 6-12.
2. All CPC TEAM players must have completed steps 1-3 of the “Process of Eligibility” steps before volunteering in a classroom.
3. There must be a minimum of 2 (two) volunteers per classroom, including at least one adult.
4. There may NEVER, under any circumstances, be 1 (one) volunteer and 1 (one) child alone together.
5. Volunteers must sign into kidcheck before volunteering in a classroom.
6. Volunteers must apply the “Wellness Policy” to themselves as well.
7. Parents who wish to stay in the classroom to help get their child acquainted may stay for the first 15 minutes of class for the first few times their child participates. After that, the parent must become background checked just like all other volunteers in order to stay in the classroom on an ongoing basis. If this situation occurs, please find the lead or director of that department and let them handle the situation.
8. When to call a parent:
 - a. If the child is crying for five consecutive minutes.
 - b. If the child gets injured.
 - c. If the child becomes sick.
 - d. If the child is continuously acting out and disrupting the class.
9. Classroom doors should remain open. **If because of noise**, it is necessary to close a door: it may NEVER be locked, there must be at least 2 (two) volunteers in the room, there must be a minimum of 4 (four) people [volunteers and students] total in the class.

10. Children may only be released to a sibling or parent that has the correct guardian sticker **AND** is at least 16 years old.

Wellness Policy

Every Person (child **AND** volunteer) must have 24 (twenty-four) hours without:

1. Fever
2. Infection
3. Vomiting
4. Diarrhea

Diapering Policy

1. No MALE volunteer may change a child's diaper (Unless it is the child's father).
2. There must be 2 (two) volunteers present.
3. Never leave a child unattended on a changing table.
4. ALWAYS wear gloves.
5. A new diaper must be used after every diaper change; even if the original diaper was only lightly soiled.

Bathroom Policy

1. A child must take a buddy that is the same age.
2. A volunteer must walk the children to the restroom and wait outside the restroom until both children come out.
3. If it is necessary to assist a child in the restroom:
 - a. It must be a female volunteer.
 - b. The stall or bathroom and/or door must remain open the entire time.
4. Adults may never use the restroom dedicated to the children while classrooms are in use.

Physical Touch Policy

Appropriate physical touch can be effective when trying to communicate, calm a child, redirect attention, or showing Godly love and care; however, it can be misinterpreted.

Physical Touch Policies will vary depending on the age of the child. What is appropriate for a baby or toddler (i.e. holding, rocking, lap sitting, diapering) will not be appropriate for kids in elementary school and beyond. In some situations, what is appropriate for a female volunteer will not be appropriate for a male volunteer. The following rules are in place to protect the children in our care as well as our CPC TEAM players. These rules must be followed at all times with NO EXCEPTIONS.

1. Lap sitting is only allowed for kids ages 0 - Pre-K.
2. There is no roughhousing, wrestling, piggyback rides, or shoulder rides allowed.
3. Uphold caution when hugging a child.
 - a. Side hugs are generally appropriate. Prolonged, frequent, or frontal hugs are NEVER appropriate.
 - b. Volunteers must never initiate or force a child to give them a hug, especially towards children of the opposite sex.
 - c. If a child is initiating frequent hugs redirect them to a high five, fist bumps, etc.

Never touch a child out of frustration or anger. Physical discipline is NEVER appropriate for any child of any age.

Discipline Policy

Team members are to immediately intervene to stop: Bullying, Intimidation, Hazing, Emotional Abuse, Inappropriate Touching, or Sexual Acting Out. Acceptable ways to correct a child include:

1. Verbally addressing the inappropriate behavior in a calm manner while using positive reinforcement.
2. Redirecting behavior towards something positive.

3. Temporarily withholding privileges or activities.

If the offense is severe, OR the child receives the same correction 3 (three) times in one day, the parent must be called and the child will be removed from the class for the rest of the day. CPC TEAM players are never allowed to physically correct a child. That includes grabbing them, spanking them, or any other physical contact **even if a parent instructs that it is okay**.

Abuse Policies

As someone who works with children, you are a mandated reporter. It is your job if you notice or overhear any of these behaviors to notify the head of that department. If you notice any of the following signs, you are required as a CPC TEAM member to notify the head of that department. You may **never** notify the parent or question the child directly about any signs of abuse.

The National Center for Injury Prevention and Control Defines abuse as: 1. **Physical Abuse:** is the use of physical force, such as hitting, kicking, shaking, burning, or other shows of force against a child.

2. **Sexual Abuse:** involves inducing or coercing a child to engage in sexual acts. It includes behaviors such as fondling, penetration, and exposing a child to other sexual activities.

3. **Emotional Abuse:** refers to behaviors that harm a child's self-worth or emotional well-being. Examples include name calling, shaming, rejection, withholding love, and threatening.

4. **Neglect:** is the failure to meet a child's basic physical and emotional needs. These needs include housing, food, clothing, education, and access to medical care. Indicator for abuse include, but are not limited to:

- Unexplained bruises, cuts, scrapes, burns, missing hair

- Self-harm
- Aggressive or withdrawn behavior, unusual fears
- Hunger, begging for food, stealing
- Unusal knowledge of sex, explicit language, inappropriate behavior with peers

Missing Child Policy

If a child goes missing under your care follow these steps:

1. Remain calm.
2. Double check ALL areas of the class as well as the playground area
3. Notify the Children's Director or Lead.
4. Stay with the remaining kids in your PRIMARY classroom.

Emergency Policies

Evacuation

In the event that we are required to evacuate the building follow these steps:

1. Count the number of children in your classroom.
2. Gather Evacuation Supplies
 - a. Newborn - 2 years old (Evacuation Playpen) located in the nursery
 - b. 3 years old - 5th grade (Evacuation Ropes) located in each class
3. Walk children to the CPC parking lot.
 - a. Newborn - Pre-K use the backdoor
 - b. Kindergarten - 5th grade use the main entrance
4. Stay with your kids and do not allow parents to pick up children until after the Director or Lead of the department has taken roll of your class.
 - a. Children must have their parent and/or guardian pick them up. In the event of

an emergency we do not allow siblings to pick each other up.

Earthquakes

1. Direct students to cover their heads and sit under the tables in the classroom 2. Do not evacuate unless instructed by the Lead or Director of that department 3. Volunteers working with infants and toddlers must cover EVERY child with either a crib or your body, ensuring that the child can breathe and is safe from falling debris.

Stewardship

Our classrooms and materials are gifts that we cherish and need to take care of; in order to do this, we require that all CPC TEAM players follow the following steps on how to maintain our classrooms:

1. Upon Arriving:

- a. Note the cleanliness of the classroom in order to ensure you leave it better than you received it.

2. After Class:

- a. All tabletops and counters must be wiped down with disinfectant wipes provided in each classroom.
- b. All toys and craft supplies must be put away in the appropriately labeled bin.
- c. Neatly stack puzzles and ensure all books are back on the shelf.

Student Volunteer Agreement

Student volunteers are life savers! Kids are shown God's love every week through our wonderful student volunteers that dedicate their time to hang out with our kids. Student

Volunteers **MUST**:

- Be at least 14 years old (unless approved, for special events, by the director or lead of the department).
- Fill out the online Student Application.
- Have an in-person interview with the director or lead of the area they wish to serve.
- Have adult supervision at all times.
- Never be alone with a child.
- Attend the worship service at least 2 (two) times per month.
- Arrive before the start of class.
- Never leave a child alone.
- Give 1 (one) month notice before ending volunteer service.

Volunteer Guidebook and Protection Policy Receipt

I have received a copy of the Guidebook and Protection Policies of Carmel Presbyterian Church. I have had the opportunity to ask and discuss any questions that I have about it. I agree to abide by the policies and rules contained therein to the best of my ability.

Name (Print): _____ Date: _____

Signature: _____