**CHILD PROTECTION GUIDELINES FOR VOLUNTEERS**



Parkwood Seventh-day Adventist Church

**1. Purpose of Guidelines.**

1.1. These   Child   Protection   Guidelines   for   Volunteers   (hereinafter,   “the Guidelines”)   are   adopted   by

Parkwood Seventh-day   Adventist   Church  (hereinafter,   “the   Church”)   pursuant   to  a Child Protection Plan  (hereinafter,  “the Plan”)  which  was  previously  adopted  by  the  Church.    These  Guidelines shall be interpreted in light of that Plan, including the definitions set forth in the Plan.

1.2. All Volunteers are expected to adhere to these Guidelines to the extent reasonably possible in carrying out their Church-related duties.

1.3. Failure to adhere to these Guidelines may cause the Church to immediately remove an individual from Volunteer service.

**2. General Conduct.**

2.1. Appropriate Adult supervision shall be provided at all times for Minors while in the care of the Church.

2.1.1. At least two Volunteers, at least one of whom shall be an Adult, will supervise any Minor or group   of   Minors   in   the   care   of   the   Church   (the   “two-person   rule”)   and   if   it   is   not reasonably possible for a second Volunteer to be present with an Adult Volunteer who is present, the Adult Volunteer should not be alone with a single Minor.

2.1.2. If an emergency situation arises where it is necessary to be alone with a Minor, another responsible Volunteer shall be informed as soon as possible, by telephone if necessary, and the Minor’s  parent  or  guardian  shall  be  informed  of  the  fact  that  their  Child  was  alone  with  the  Volunteer, and the reason for it, as soon as it is possible and safe to do so.

2.1.3. Volunteers should not travel alone with a Minor. If only one Volunteer is available, there should be a minimum of two Minors present for the entire journey. If an emergency situation arises where it is necessary to travel alone with a Minor, another responsible Volunteer shall be informed as soon as possible, by telephone if necessary, and the Minor’s   parent   or  guardian should be informed of the fact that their Child traveled alone with the Volunteer, and the reason for it, as soon as it is possible and safe to do so.

2.1.4. Volunteers will be aware of conducting activities in rooms that do not have an interior viewing area; if no such area is present, the Volunteer will leave the door open during the activity to allow easy observation by others.

2.2. Physical punishment of Children is never permissible under any circumstances.

2.3. Verbal abuse of Children or telling jokes of a sexual nature in the presence of Children is never allowed.

2.4. Volunteers shall never engage in or tolerate any behavior - verbal, psychological or physical - that could reasonably be construed as bullying or abusive.

2.5. All Children must be treated with equal respect; favoritism is unacceptable.

2.6. A disproportionate amount of time should not be spent with any particular Child or group of Children.

2.7. Under no circumstances may Volunteers use or provide Minors with alcohol, tobacco or illegal drugs.

2.8. Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities shall be used when working with Minors. (Sexually explicit or pornographic material is absolutely never allowed.)

2.10. Volunteers must not engage in inappropriate physical contact of any kind - including rough physical play, physical reprimand and horseplay. (This does not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a Child.)

2.11. Whenever reasonably possible, Volunteers  shall  ask  a  Minor’s  permission before physically touching him/her anywhere, even when responding to a non-emergency injury or problem. Volunteers shall endeavor to have at least one other Volunteer working with them as care is provided.

2.12. Volunteers will affirm younger children only with appropriate touching by keeping hugs brief and

“shoulder-to-shoulder”  or  “side-to-side.”    Volunteers  will  keep  hands  at  (not  below)  the  shoulder  level.    For very young Children who like to sit on laps, Volunteers will encourage them to sit next to the Volunteer. In the case of older Minors, Volunteers will avoid any unnecessary touching.

**3. Privacy.**

3.1. Minors’ need for privacy should be respected at all times.

3.2. Particular care regarding privacy must be taken when Minors are in locations such as changing areas, showers and restrooms.

3.3. If a Volunteer, while working with or supervising Minors, must shower, change clothing, or undress for any other reason, that should be done outside the presence of Minors.

3.4. Photographs of Minors must never be taken while they are in changing areas (for example, in a locker room or bathing facility).

3.5. Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for Minors if they can undertake these tasks themselves.

3.6. Volunteers will provide extra care when taking younger Children to the restroom and , whenever reasonably possible, will take another Volunteer along or leave the door open.

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| **4.** | **Trips.**  4.1. | All trips, including day trips and overnight stays, need careful advance planning, including adequate |
|  |  | provision for safety in regard to transport, facilities, activities and emergencies. |
|  | 4.2. | Adequate insurance through the Central California Conference of Seventh-day Adventists and with appropriate insurance companies should be in place prior to any trip. |
|  | 4.3. | All trips must be pre-approved by the Church Board. |
|  | 4.4. | An appropriate written consent by a parent or guardian specifically for each trip and related activities must be obtained in advance. |
|  | 4.5. | A copy of the trip itinerary and contact telephone numbers for leaders should be made available to parents and guardians. |
|  | 4.6. | There must be adequate, gender-appropriate, supervision for boys and girls. |
|  | 4.7. | Arrangements and procedures must be put in place so that rules are followed and appropriate boundaries are maintained. |
|  | 4.8. | The provision of appropriate and adequate sleeping arrangements should be made in advance of the trip. |
|  | 4.9. | Sleeping areas for boys and girls should be separate and supervised by two Adults of the same |
|  |  | gender as the group being supervised. |

I understand that Parkwood Seventh-day Adventist Church (“my Church”), as part of its commitment to providing   a  safe   and  nurturing   environment   for   Minors,   has   adopted   a   Child   Protection   Plan   (“ the Plan”) and, pursuant to the Plan, has also adopted Child Protection  Guidelines  for  Volunteers  (“the Guidelines”). I have read and am familiar with the Plan and the Guidelines. I recognize that it is important, in order to provide such an environment, that all Volunteers abide by the provisions of the Plan and of the Guidelines, each of which protect both the Minors and the persons working with them. As a Ministry Volunteer at my Church, I want Minors, their parents and others to feel comfortable with me and confident in me.

Therefore, as a prelude to, and in the course of carrying out my duties in my Volunteer Ministry for my Church:

1. I will abide by the provisions of the Plan and the Guidelines to the extent reasonably possible.

2. I will be aware of the signs and symptoms of Child abuse and neglect and aware of the legal and moral requirements for reporting known or reasonably suspected cases of Child abuse and neglect. In addition to any legally and/or morally required reporting to proper governmental authorities, I agree that if I become aware of any behavior by another individual which seems abusive or inappropriate towards Minors I am supervising and during the course of that supervision, I will report that behavior to my Church Pastor or directly to the Vice President for Human Resources of the Central California Conference of Seventh-day Adventists.

3. I will cooperate with the leadership of my Church by being a Volunteer who is always loving, kind, firm, and thoroughly professional. I will always remember that working with Minors is not only a privilege, it is also a serious responsibility that must be approached with utmost care.

4. I will participate in orientation and training programs conducted by or on behalf of my Church.

5, I will always uphold the standards of the Seventh-day Adventist Church.

In the event surrounding circumstances make it not reasonably possible for me to comply with the above provisions of this Code of Conduct, I will comply with them as closely as reasonably possible and I will always act in good faith for the welfare of the persons involved.

Dated: .

(Volunteer’s  Signature)

(Print  Volunteer’s  Name)

Volunteer Ministry Code of Conduct

Personal Information

Full Name:

Address:

Last First M.I. Street Address Apartment/Unit #

City ZIP Code

Home Phone: **(** **)** Alternate Phone: **(** **)**

E-mail Address:

Previous Volunteer Experience:

SDA Church Member: Yes No Previous Church:

**PERSONAL REFERENCES**

Name: Contact Telephone:

Name: Contact Telephone:

Name: Contact Telephone:

Emergency Contact Information

Full Name: Address:

Last First M.I.

Street Address Apartment/Unit #

City State ZIP Code

Primary Phone: **(** **)** Alternate Phone: **(** **)**

Relationship:

Volunteer Administrator Section

Volunteer Position: Department:

Ministry Leader: Email:

Phone #: ( ) Date Approved:

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Volunteer Ministry Information Form