

Grace United Methodist Child/Youth Protection Policy Guidelines and Procedures
We are a Safe Sanctuaries Church!

Staffing Guidelines for individuals involved in Children's/Youth Ministries:

- Complete an *Application for Children's/Youth Ministries*
- Following a training session, read and sign a *Covenant Statement for Children's/Youth Ministries*
- Regular attendance at GUMC for at least 6 months
- All classrooms and activities will have two leaders, one of whom must be 18 years or older
- Rooms for children – to 4 years old must be staffed with at least one woman
- Wear an identifying name tag

Screening Procedures for all new workers in Children's/Youth Ministries:

- Complete an *Application for Children's/Youth Ministries*
- Personal interview
- Reference check
- Criminal background check for paid childcare staff, youth volunteers, and others as needed

Registration, Sign-in, and Release Procedure:

- Parents or legal guardian must complete a yearly *Children's/Youth Registration Form* for each child/youth.
- Parents, legal guardian and/or an authorized adult (at least 18 years of age) must sign in & out children, from infants through 3rd grade for all programs.
- Children, 4th grade and up, may sign in and out independently as designated by their parents or legal guardian.

Notification Procedures:

- Teachers will post the day's snack in a visible place to ensure the safety of children with food allergies.
- Each of the children's classrooms will have "basic first aid supplies". In case of injury, a report will be filed out and the parents will be notified. The report will be kept on file.
- Grace United Methodist Child/Youth Protection Procedures also contains reporting procedures for Breach of Covenant or suspected abuse.

Child Assistance Policy:

- Two caregivers will be present when changing diapers.
- Children, 2nd grade and younger, will escorted to use the restrooms.
- Third grade and up will use the buddy system for the restrooms.

