DEVELOPING POLICIES AND PROCEDURES

GENERAL POLICIES

- ✓ What is your purpose?
- ✓ Why do you have policies & procedures?
- ✓ When are facilities open?

LEADERSHIP INFORMATION

- ✓ How are volunteers identifiable?
- ✓ Are appropriate child/adult ratios followed? Is a "Two Adult Rule" enforced?
- ✓ What is your discipline policy?
- ✓ What are expectations for leadership? In training? In attendance?

MINISTRY VOLUNTEER SCREENING

- ✓ What are the qualifications for leadership?
- ✓ How long should someone be a member before they can serve children's ministry?
- ✓ What is your screening process? Do you require a volunteer application? Background check? References? Is there an interview process?
- ✓ Are teenagers allowed to work with children? If so, at what age? Are there limitations as to where and when teens can serve?
- ✓ What is the application process for teens?

ACCESS TO CHILDREN'S AREAS

- ✓ Who is allowed in the children's classrooms? Only "approved workers"?
- ✓ What is your check-in/check-out policy?
- ✓ Do parents drop off/pick up at classrooms or a central location?
- ✓ Are parents allowed to stay in the classroom? What about siblings?
- ✓ Who is allowed to pick up children?
- ✓ What procedure is in place to ensure a child is released to the appropriate adult?
- ✓ Are children allowed to leave the classroom without supervision?

RESTROOM POLICIES

- ✓ Who is allowed to take children to the restroom?
- ✓ What is the protocol?
- ✓ Who is allowed to change a diaper?
- ✓ What is the protocol for diapering?

HYGIENE POLICIES

- ✓ What is your hygiene protocol for adults?
- ✓ What is your hygiene protocol for children?
- ✓ What is the protocol for bodily fluid spills?
- ✓ What is your room cleaning procedure?

MEDICAL/EMERGENCY PLANS

- ✓ What is your wellness policy? Including policies about highly contagious illnesses?
- ✓ Are volunteers allowed to give medication?
- ✓ Are first-aid kits available? Where are they?
- ✓ What is the procedure to notify parents if an accident/emergency occurs?
- ✓ What are your emergency plans?
- ✓ Are emergency evacuation procedures and routes visibly posted in each classroom? Does it include location of fire extinguisher?

FOOD AND ALLERGIES

- ✓ Does the church provide a snack?
- ✓ Are children allowed to bring food?
- ✓ How are parents notified of food/ materials used in the classroom?

ADDITIONAL RESOURCES

- ✓ On Guard by Deepak Reju
- ✓ The Child Safeguarding Policy Guide by Basyle Tchividijian and Shira Berkovits