

Attic After School: Protection Policies and Procedures

Volunteer Leader Criteria

The individual must be older than 18 years old.

The individual must submit an Attic After School Application (see Appendix B). This application must be reviewed and approved by the Director of Attic After School.

The individual must complete Ministry Safe training within the first three weeks of starting as a Volunteer.

Incident Prevention Procedure

There must be at least two (2) childcare workers in the room when children are present.

Of the childcare workers present, at least one (1) of the workers must be from a different family (i.e. if there are only two (2) workers, these workers must not be a married couple, or from the same family).

All rooms to be used in Children's Ministry must have windows that allow people to view the classroom, or the door must be left open.

The ratio of children to workers will not exceed 12 to 1.

Direct gift giving from volunteer to student is prohibited.

Communication Policy

Communications between leaders and students of opposite gender must be public.

The following forms of communication between leaders and students are prohibited:

- Texting
- Emailing
- Phone Calls
- Facebook Chat
- Facebook Messages

Leaders who are approached by students of the opposite gender for counsel should direct those students to a leader of the appropriate gender.

Transportation Policy

Buses will be available through the school to have the students dropped off.

Parents may pick up students

If the circumstance arrives where transportation home is absolutely necessary only one of the following combinations is permissible:

- 2 female leaders, not related.
- 1 male leader and one female leader, not related or dating.
- 2 male leaders and at least 1 female leader, not related or dating.

Bathroom Policy

Bathrooms shall be monitored by the registration person

Bathroom passes will be located in the Attic.

Incident Response Procedure

There are three categories of “incidents”; suspected abuse, violation of this policy, and otherwise noteworthy incidents.

Suspected Abuse:

See “Obligation to Report” below.

Violation of policy:

If this policy is violated the Director of Children’s ministry (or delegated party) shall fill out and log an “incident report” form (See Appendix C).

The individual who violates the policy may be removed as a Childcare Worker for the period of investigation and may be permanently removed depending on the results of that investigation.

Each incident report shall be reviewed to determine what kind of corrective action should be put in place to prevent additional policy violations.

Noteworthy Event:

Noteworthy events may include, but are not limited to, injuries, stolen or damaged property, violence or illegal activity on the part of the children, etc.

Incidents shall be reported and logged (See Appendix C)

Corrective and preventative action shall be corrected and applied as applicable,

Illegal or dangerous activity shall be reported to the proper authorities.

Obligation to Report

By law, members of the clergy are obligated to report actual or suspicion of child abuse or neglect.

A verbal report should be filed within the first 24 hours followed by a written report in the first 72 hours. A copy of the written report should be saved by the church.

Though not required by law, Wyoming Park Bible obligates all Children's Ministry workers to report any child abuse or neglect to both the Director of Children's Ministry and the state of Michigan's Children's Protective Services.

The following information can be found in Appendix A: "Children's Protective Services' Mandated Reporter's Resource Guide"¹

- The Michigan Child Protection Law Act
- Reporting process
- Definitions of child abuse/neglect
- Indicators of child abuse/neglect

¹ Recent revisions of this document and other resources can be found at www.michigan.gov