

## How to Write & Enforce a Child Protection Policy

*Church Ministries Conference: March 10, 2017*

### Volunteer Screening

1. Who can work in Children's & Youth Ministry as a volunteer?
  - a. Length of time attending the church
  - b. Background Checks
  - c. Interview / Application
  - d. Training
  - e. Age
  - f. Gender
2. Tensions
  - a. What about parents who want to see what's going on in VBS?
  - b. How do you incorporate or welcome new attendees without letting them serve?
  - c. How do you incorporate young people in Children's Ministry?
  - d. How do you incorporate young Christians in Children's Ministry?
  - e. How to incorporate or welcome people who have sexual sin in their past?

### Ministry Policies & Procedures

1. Incident Prevention
  - a. Volunteers
    - i. Maximum Volunteer to Student Ratio
    - ii. Volunteer Minimums
    - iii. Ensuring Strong Chaperones
  - b. Ministry Areas
    - i. Bathroom Policy
    - ii. Lines of Sight
    - iii. Check In/Check Out
  - c. Conduct
    - i. Physical Contact
    - ii. Transportation
    - iii. Social Media
2. Incident Response
  - a. Types of Incidents
    - i. Policy Violation
    - ii. Suspected Abuse
    - iii. Other noteworthy events (injuries, stolen or damaged property, violence or illegal activity on the part of the children or students, etc.)
  - b. Procedure for:
    - i. Recording Incidents (Incident Reports)
    - ii. Person responsible for removing volunteers
    - iii. Obligation to Report
3. Principles
  - a. As simple as possible, but no simpler
    - i. "Never Alone, Never a Secret, Never a Hint"
  - b. Your policy is what you do, not what you say you will do

- i. Your policy should include contingency plans for too many kids, too few workers, etc.
- c. Your policy must be a living document
  - i. There should be a plan for reviewing and amending
- d. Your policy must fit your ministry uniquely
- e. Your policy should list ministries and ministry leaders by name
- f. It's ok to have a stricter or more specific policy for a particular event or ministry.

### **Leadership Monitoring & Oversight**

1. During the Ministry Time
  - a. Checking in regularly with volunteers
  - b. Looking for vulnerabilities
2. Outside the Ministry
  - a. Keeping track of volunteers, screening, background checks
  - b. Continually training volunteers
  - c. Having tough conversations with parents and volunteers
  - d. Listening to complaints and concerns
3. In Response to Incidents
  - a. Recording pertinent details
  - b. Removing volunteers who are a danger to themselves or others
  - c. Possibly Revising Policy
  - d. Communication
4. Principles:
  - a. Transparency
  - b. Organization
  - c. Diligence
  - d. Courage
  - e. Humility

### **Guarding Against Institutional Evil**

1. Critical Errors
  - a. Elevation of a cause
  - b. Naiveté regarding danger
  - c. Strong social pressures
  - d. Weighing consequences
  - e. Confusing Christian values
  - f. Small views
2. Protections
  - a. Recognizing the dangers
  - b. Effective Screening & Incident Prevention
  - c. Transparency
  - d. Public Accountability
  - e. Humble Confession
  - f. A big view of God

For helpful link and resources: [wpbiblefellowship.org/resources/](http://wpbiblefellowship.org/resources/)