

## **Child/Youth Protection Policy**

**Concord UMC, Paducah** is committed to providing a safe and secure environment for those participating in our ministry activities—children and youth. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our organization, volunteers, and employees may experience as they fulfill their ministerial duties.

To fulfill these commitments as fully as possible, our leadership team has adopted the following procedures to be used, without exception, when selecting ministry volunteers and new employees.

### **Volunteer Screening Procedures**

1. Prior to consideration, all candidates seeking a volunteer position that involves working with children or youth will complete and return an initial ministry application.
2. The ministry leader, or designee, will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position. The ministry leader also will store all application materials—the application form, background checks, reference check, notes from interviews, etc.—in a locked file cabinet or other secure location.
3. If the individual appears to be an appropriate candidate for the ministry position, the ministry leader, or designee, will check at least two references to confirm the information that the candidate provided on the ministry application. The ministry leader also may conduct a criminal background check through a state law enforcement agency or other provider of such services.
4. When indicated by our reference and/or background checks, volunteer candidates who pose a threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration for ministry positions anywhere within our organization.

### **Employee Screening Procedures**

1. The same procedures required for volunteer workers also apply to all potential employees, regardless of the ministry position for which they are being considered.
2. In addition, a criminal background check is required for all potential employees.
3. When indicated by our reference and/or background checks, employment candidates who pose a threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration for employment anywhere within our organization.

### **Waiting Period**

All volunteer candidates must be regularly involved in our organization for six months or more before they will be considered for any ministry leadership position involving contact with children or youth.

### **Supervision**

1. At least two adults of differing households must be present at every function or program involving children or youth. This includes each classroom, vehicle, or other enclosed area. One or more of these adults must be 21 years of age or older. For large groups, the number of adult supervisors must be increased in accordance with state student/teacher ratio requirements. (Infants 2/5, Toddlers 2/8, Preschool ages 2/10, Elementary ages 2/15)
2. Two or more adults of differing households must be assigned to monitor children's and youth activities in areas outside the location of a ministry service or event that is in progress. The adults assigned must have been previously approved through our ministry screening process.
3. Workers should arrive at least 10 minutes before a scheduled activity. They must remain at their assigned post until all people in their care have been picked up by an authorized person. No children or youth should be released to find their parents or wait unattended for transportation.