

Tabernacle Presbyterian Church Children's Ministries  
**Child Protection and Security Guidelines**

1. Paid childcare attendants are screened prior to employment. Screening includes three references, a criminal background check, and random drug testing.
2. All adult volunteers who work with children under the age of 13 at Tab more than twice a year or in any situation where they are the adult "in charge" of a classroom will be required to undergo a criminal background check. All results will be kept confidential, known only to the Director of Children's Ministries and the Volunteer Coordinator.
3. All adults participating as chaperones or leaders in overnight activities such as lock-ins, retreats, or summer trips will be required to undergo a criminal background check and additional training regarding Tab's sexual misconduct policies.
4. Paid attendants go through training, which includes bathroom policies, discipline policies, evacuation policies, safety and first-aid measures, and information concerning the reporting of any suspected child abuse.
5. Volunteer teachers and classroom assistants are well-known Tab attendees, chosen by the Director of Children's Ministries and trained in our policies as well as developmentally appropriate teaching techniques.
6. Standard procedure is to have two individuals working with any group of children, either in a nursery or a classroom situation. One person is a paid attendant or a screened and trained teacher, and the other may be a volunteer or Teen Helper. It is our policy in CM that a child never be alone in any room with an adult, particularly a room with a closed door.
7. Children's Ministries evaluates, establishes, and maintains appropriate child/adult ratios for safety in all nurseries and classrooms. Those ratios are: at least one adult for every four children in the Infant Nursery, at least one adult for every five children in the Toddler/2s nursery, and at least one adult for every eight children in the Preschool class.
8. Teen Helpers are teens in Middle or High School who have been selected by the Director of Children's Ministries. They attend annual training in CM's policies and procedures and are not allowed to assist in any of Tab's nurseries or classrooms without adult supervision. Teen Helpers are never to be alone in any classroom or nursery containing children.
9. All adult and teen volunteers are to be provided with training regarding how to identify and report suspected child abuse. Any suspicions of abuse or observations of abusive behavior are to be reported immediately to the Director of Children's Ministries for further investigation and action.
10. Bathroom/Diapering policy: Only childcare attendants or teachers are permitted to change diapers or help preschoolers in the bathroom. The bathroom door is to be left ajar at all times. Older children may be escorted to the bathroom by an adult, but at no time is an adult to enter a singular bathroom or toilet stall with a student.
11. Elementary-age children are never to be in a classroom without adult supervision.

12. Children through third grade must be picked up by a parent or the adult who brought them to church unless prior arrangement has been made for another adult to do so.
13. Attendants/teachers are trained in a variety of discipline procedures. If these standard procedures are not effective with a child, that child is to be brought to the Director of Children's Ministries for discipline. Under no circumstances is physical punishment ever to be administered upon a child at Tab.
14. Volunteers and paid workers in weekday or summer children's programs at Tab are expected to follow the same child protection and security guidelines as those used on Sunday mornings.
15. Outside groups desiring to provide childcare at Tab must observe CM's child protection and security guidelines when using Tab's nurseries. Furthermore, all childcare providers for outside groups must be approved by the Director of Children's Ministries.
16. All volunteers in Children's Ministries will be required to read, sign, and date a copy of Tab's Child Protection Policy which will be kept on file in the Director's office. Additionally, Tab's Child Protection Policy will be published on Tab's website and will be provided to all families with children in the program.