

White Rock Community Church
Children's Education Policy
As Approved by the Congregation 9/2006

I. PURPOSE

The purpose of the Education Committee is to nurture the spiritual growth of the people of WRCC. The committee will seek to create an enthusiasm and hunger for the opportunity to learn about our Lord Jesus Christ and God's Living Word as spoken in the Holy Bible. In this context, we are here to outline and submit the consolidated proposal of qualified teachers and content of materials to our senior pastor for approval.

II. AUTHORITY AND RESPONSIBILITY

REQUIREMENTS

The following are the requirements for teachers and volunteering in the Education Committee of White Rock Community Church:

1. Pre-approval from the Education Committee and Pastor.
2. Background check packet.

** If a person is unwilling to fill out the above requirements we suggest some other ministry where safety issues are not as important.

* Those who check out should be given a supervised trial period, at the end of which either party can opt out of the position with no questions asked.

FACILITY GUIDELINES:

Classroom doors should have windows so activity can be monitored from the hall. Until classrooms have been altered child safety gates will be utilized.

III. POLICIES AND PROCEDURES:

- A. All facilitators, teachers and/or volunteers scheduled to present at a ministry function must be approved, in advanced, by the Education Committee and Pastor.
- B. All reference material and subject outline must be submitted and approved by the Education Committee and Pastor.
- C. Everyone working with children and/or youth must complete and submit an application/Screening form.
- D. All references will be contacted and a Police background check will be completed before a youth worker/Sunday schoolteacher or aid is assigned a group. Volunteers must be member of the Church or regular attendees.
- E. In order to adequately provide for our children, two teachers will be in the room at all times. At no time should a child be left unattended in a room. Parents are requested to stay with their child until the teacher arrives. It may seem foolish to require two people to look after only one child, but for everyone's protection there must be accountability.

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- F. Volunteers will be present to receive and return children 15 minutes prior to posted service times and 15 minutes after conclusion of service.
- G. Teams of workers from the same family (partner/partner, husband/wife, mother/daughter, etc.) will not work together without another person in the room.
- H. Teenagers may only serve as an approved volunteer in conjunction with an adult.
- I. Classroom Situation - parent/guardian must register each child at the door of the room where he/she is to stay during the session. Parents must designate where they can be found during an emergency. A security tag will be pinned on each child and a similar tag is given to each parent/guardian. Children will not be released with the matching tag.
- J. A child will not be permitted to leave the room with anyone at any time other than the parent / guardian.
- K. No child will be taken off the church property without specific signed consent of the parent.
- L. Overnight events will be discouraged and will not take place unless parents take an active role in both planning and supervising.
- M. When a parent has to be called out of a service to attend to a child, an usher, not a teacher/volunteer, should do it. This way, one worker is not left alone while the other goes to get the parent. Ushers will be notified by headphone.
- N. Parents leaving children for the Children's Ministry will be asked to escort their child to the restroom prior to the class. When necessary the entire group can be escorted to the restroom and the adults shall leave the restroom door open taking care of the need as quickly as possible. A) Clothing – parents are asked to label all items belonging to their child such as diaper bags, cups, extra clothing, etc. B) Bring disposable pull-ups. C) It would be helpful to bring an extra change of clothing for children who are just potty trained and a plastic bag for soiled or wet clothing. D) Unless it is a "security item" children are to leave at home personal items such as toys, books, etc.
- O. Parents of children attending Children's Ministry classes are asked to notify the teacher in the room if the child has any allergies or peculiarities of feeding.
- P. All parents and teachers will receive a copy of this policy. A copy will be posted in a prominent spot in the Sunday school area so that all parents and visitors may be aware of our prevention policies.

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IV. EDUCATION

Annual children's workers' staff meetings will deal with the issues of child abuse, teaching methods, emergency procedures, and other related issues. Also, included will be a training seminar for parents in your yearly calendar.

**** Policies, no matter how thorough and good, will work only if they are enforced.

[Document History](#)

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