

The following is an overview of CATM’s policy on working with minors. These guidelines apply to all adults (staff or volunteers) working with minors (or any student still in Student Ministries) at Church at The Mill. The purpose of these guidelines is to protect our children, students, families, volunteers, staff, church, and the integrity of ministry to our children/students. Training on all policies and procedures will be a part of the onboarding process for new Adult Volunteer Leaders.

## “Two Adult Rule”

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- In ministry to kids and students, we adhere to a “Two Adult Rule” policy. Two trained, screened adults should supervise children at all times.
- If two individuals serving in a room are related to one another, a third unrelated volunteer or staff member must be present.
- Avoid being alone with an individual child in any room, area, or during any ministry program. If one supervising adult must leave a group of children, another volunteer or employee must be notified so that the “Two Adult Rule” can be followed.
- Adult Leaders and staff should work hard to protect each other from being put in one-on-one situations with kids or students.

## Classroom

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- If one of the adult leaders is late to arrive or has to leave the classroom for any reason:
  - Notify another volunteer or staff member for assistance.
  - The door to the classroom should be left open until an additional leader arrives.
- In the rare event an Adult Volunteer Leader knows they will be absent from ministry programming, the appropriate CATM staff should be notified as soon as possible to arrange a substitute.

## Restroom

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### *Nursery/Preschool*

- Only female Adult Volunteer Leaders, female staff, or the child’s parent / legal guardian will undertake the diapering and toilet training of children of either sex.
- Changing of diapers and toilet training should be done in plain sight of other Adult Volunteer Leaders or with the door partially open for toilet training.

### *Elementary*

- Never go into the restroom alone with a minor.
- If a child needs assistance, encourage them from the exterior bathroom door to do all they can for themselves.

- If physical assistance is needed, seek out a staff member to assess the situation and assist the child in the presence of another Adult Volunteer Leader. Do not enter the restroom alone with a minor.

## ***Students***

Never go into the restroom alone with a minor.

## ***All-Access Special Needs Ministry***

Please refer to All-Access Handbook for appropriate bathroom procedures for each age group.

## **Transportation**

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Staff members and volunteers may from time to time be in a position to provide transportation for children/students. The following guidelines should be strictly observed when volunteers or staff are involved in the transportation of children/students:

- Staff members and volunteers should never transport minors by themselves.
- Parent notification and written permission is required before any minor can be transported. Outside of CATM trips and activities that require a parent permission form, written permission can be given via text message (which creates a permanent digital verification of permission).
- Minors should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- Staff members and volunteers should avoid physical contact with minors while in vehicles.
- No cell phones may be utilized by the driver while driving CATM buses, or vehicles owned or rented by CATM, unless in an emergency.
- No drivers under age 25 may drive CATM-owned or rented vehicles.

## **Meeting with Minors**

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Meetings with minors outside of ministry programs are allowed as long as meetings are not held in a private setting. The following guidelines should be observed:

- Communicate with a parent for permission to meet and to explain meeting details.
- Arrange meetings in a public setting. (i.e. Goodtree Cafe, CATM Concourse, etc.)
- Involve other adult leaders or students, if possible and appropriate.
- Communicate with parent immediately after the meeting.

## **Age Restrictions**

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- Approved Middle School students can only serve in non-custodial care volunteer roles.
- Approved High School students may be able to serve with children ages 3 - 5th grade.
- No one under age 18 can serve with children ages birth through age 2.