

Notice: This article was adopted from KEPC CM Code of Conduct 2016, and modified for Children's Disability ministry.

Emmanuel Presbyterian Church Children's Disability Ministry Code of Conduct 2019

Safety Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's Disability Ministries. This suspension will continue during any investigation by law enforcement or child protection agencies. Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities a programming that involves children, students or vulnerable populations at our church. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at our church.

Reporting Suspicions of Abuse Staff members and volunteers at our church are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker to the immediate supervisor of the area, the CDM Pastor/Director.

Building Safety CDM staff members are prohibited from being alone with an individual child in any room or building. If in such a situation the staff members should assist the child to a room or building occupied by others.

Discipline Policy *No form of physical discipline is acceptable.* Children may be disciplined using non-physical methods of behavioral management. Uncontrollable/unusual behavior should be reported immediately to parents/Pastor/Director.

Restroom Supervision All EPC CDM students should be accompanied by his/her buddy to the restroom. If a child needs any extra assistance, please report to Pastor.

Physical Contact Side hugs/pats on the back and other forms of appropriate physical affection between staff and children are allowed. Allowed physical contact must be shown in observable places. Inappropriate touching/display of affection/ must be reported. CDM Staff must protect children from unwanted touch by others.

Intoxicants/Tobacco Use All CDM staff are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any of our church facilities or being with children, or while supervising children. We require all staff to abstain from the use of tobacco products while in the presence of children/parents, or during any programs, our church is a tobacco free facility.

Medication Medication may be given to a child by a staff member or volunteer with a doctor's prescription

only. The medication must be in the original packaging, including over the counter medication.

Attire Staff members/volunteers must never be nude or show inappropriate skin in the presence of children.

One to One Interactions with Children All CDM staff should never conduct unobserved meetings or interaction with children while participating in our CDM programs. Another CDM staff must be present in the premises.

Verbal Interactions Verbal interactions between staff members or volunteers and children should be positive and uplifting, also refraining from swearing. Our staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents and children in spiritual growth. All staff will not converse with children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Release of Children Parents are responsible for their children up until the time our service time starts and ends. All CDM staff is responsible for informing parents of the beginning and ending times. When children arrive to any church ministry or program, they are expected to remain in that program until the program ends and supervision is transferred back to parents. Children may not leave the program early without a parent's permission. A child's failure to follow this policy will be considered unacceptable behavior and the church cannot enforce further supervision.

Transportation All CDM staff is under no circumstances to give rides to any children without parental permission.

Social Media Sharing All CDM Staff is prohibited from sharing any personal social media content with children (Facebook, Instagram, etc)

Sexually Oriented Conversations Staff members/volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program. However, it is expected that from time to time CDM ministry discussions and lessons may address age appropriate issues related to human sexuality. These lessons will convey to the children the church's view on these topics. A parent/guardian signature may be required for each child.

Sexually Oriented Materials Staff/Volunteer of our CDM is prohibited from possessing any sexually oriented materials on church property, in the presence of children.

Received and Reviewed I have received and read a copy of the EPC CDM Code of Conduct and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at this church.

Date: _____ Name: _____

Future Changes I understand the Code of Conduct may be modified and any guidelines may be amended, revised, or eliminated by this church. Any changes will be made public and notified.

We welcome you to EPC CDM! Thank you for taking your time to review our Code of Conduct. Thank you for your heart to serve His Kingdom. We appreciate the vital role of all volunteers in accomplishing the mission of EPC for His glory.

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