

CHILD PROTECTION POLICY

Christ Presbyterian Church Auburn

WHY THIS POLICY EXISTS

CPA is committed to keeping every child safe and every volunteer protected. We screen and trust the people who serve in our children's and youth ministries, and this guide lays out the rules and general expectations that come with that trust.

BEFORE YOU SERVE

Regular Volunteers (serving 4+ times in 3 months) must complete MinistrySafe certification (watch videos, pass test), pass a background check, and read and sign this policy.

Occasional Volunteers (serving fewer than 4 times in 3 months) must read and sign this policy and serve alongside a screened Regular Volunteer, Compensated Worker, or staff member at all times.

For nursery, women older than 15 and married men with their wives may serve as volunteers.

CPA reserves the right to require additional or renewed background checks at its discretion.

Anyone convicted of abuse of any kind may not serve in any capacity involving minors at CPA.

ESSENTIAL SAFEGUARDS

Two-Adult Rule

As a general rule of thumb, two adults should be present whenever minors are in your care. This rule must be strictly followed in any area not in plain view of other adults. The Pastor overseeing children's ministry may give flexibility to this rule when a space is in plain sight of other adults or is under security cameras.

Check-In/Check Out

Children must be checked-in and checked-out by their parents or guardians, not siblings. Children should be checked in with a volunteer, never dropped off in a room if a volunteer is not present. In such case, the parents are held responsible for any occurrences.

Diapering/Restrooms

Only female Regular Volunteers, Compensated Workers, Staff, or the child's own parents may change diapers in plain sight and take toilet-trained children to the restroom. For the child's safety, stand in the restroom if there are multiple toilets (if not, stand outside the door). Only go in the stall if immediate assistance is required.

No Physical Discipline

Never hit, grab, shake, or use any physical force to discipline a child. If a child is misbehaving, calmly redirect. If it continues, involve a staff member.

No Inappropriate Contact

Do not touch a child in any way that is or could appear to be sexual or inappropriate. Physical affection like a side hug is fine when it's appropriate to the situation and visible to others.

Electronic Communications and Social Media

All electronic communications with minors must include a parent/guardian or another adult. Volunteers must not follow, friend, or connect with minors on personal social media accounts.

Mandatory Reporting

If you witness or reasonably suspect abuse of any kind, you are required to report it.

1. Make sure the child is safe.
2. Report directly to Lee County DHR (334-737-7778) and/or Auburn Police (334-501-3100). Do not wait for someone else to make the call.
3. Notify the staff member responsible for your ministry area.

GENERAL EXPECTATIONS

Beyond the safeguards above, we expect volunteers to use good judgment and conduct themselves in a way that honors the trust families place in us. That includes:

- Keeping rooms visible and accessible when children are present.
- Treating children with kindness, patience, and respect in all interactions.
- Not using tobacco, alcohol, or illegal drugs while serving or on CPA property.
- Not administering medication to a child.
- Asking for help from staff whenever you're unsure about a situation.
- Not photographing or recording minors on personal devices without parental consent.

Parents are always welcome to observe any CPA activity involving their child.

VOLUNTEER ACKNOWLEDGMENT

By signing below, I certify that:

- I have read and understand this Volunteer Guide and agree to follow it as a condition of my service.
- I have not been convicted of, or pleaded guilty or no contest to, any charge involving or relating to abuse of a minor.
- I authorize CPA to conduct a criminal background check and to contact any references I have provided. I authorize those persons to share information about my background and qualifications with CPA.
- I release CPA, its Session, Staff, and anyone contacted during the screening process from liability related to the communication of information about my background or qualifications.
- I agree to submit to the leadership and government of CPA as it pertains to my service.
- I understand that CPA may prohibit or limit my service at any time as it deems appropriate.
- I agree to not engage in private electronic communications with minors.

Printed Name: _____ Ministry Area: _____

Signature: _____ Date: _____

Questions? Contact the staff member in charge of your ministry area or the Pastor Overseeing All Children's Ministries.