

# Supervision



**Ages: Birth to 18 years**

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Safety and Security Materials Assembled by  
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## Supervision Policies

### Supervision Policies for paid and volunteer workers with children up to age 18

1. Adequate staffing for each age group shall be ensured.
2. There must be **at least two approved** adult leaders (with worker information form on file) at all times in the classroom, on trips, outings, and overnight activities with children up to age 18.
3. At every program or activity in the church building, the program director, age group director, or individual appointed by same, will be responsible for checking in on each classroom activity at various times during the duration of the meeting or activity.
4. The program director, age group director, or approved individual appointed by them shall be deemed the supervisor during the time his or her program is conducting any activity, whether inside, outside, or away from the church building.
5. **Being alone with any child up to age 18 should be avoided**, especially while driving, disciplining, during outings or trips, and during overnight activities.
6. Windows shall be installed in doors of all rooms where children birth through age 18 meet. This allows parents, program directors, and age group directors visual access to the room without disturbing the teaching atmosphere.
7. **PROPER DISPLAY OF AFFECTION** — Touch is an essential responsibility in nurturing lives. The following guidelines are to be utilized for pure, genuine, and positive displays of God's love:
  - **Hugs:** with children age 6 through age 18, one arm side hugs or hand to arm hugs are positive contacts. Avoid initiating and try to prevent full contact or body to body hugs.
  - **Lap sitting:** Appropriate sitting on laps may occur with children age 5 or younger. Discourage lap sitting with school age children. Rather, encourage them to sit next to you.
  - **Causal touch:** Gentle contact during activities maybe on children's head, shoulders, arms, and hands. Physical discipline in never to be used.
  - **Back rubs:** Workers should refrain from giving back-rubs to anyone.
  - **Wrestling or rough-housing:** Workers should not be involved in and should discourage any "rough-housing" or wrestling.
  - **Kissing:** Kissing on the cheek or forehead may be appropriate with children age 5 and under. Kissing of any form is not appropriate with children age 6 through age 18 and must be avoided.

## Supervision Policies

### Supervision Policies for paid and volunteer workers with children up to age 18 (continued)

8. Discipline — All interaction regarding discipline needs to carefully consider the child. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. ***Physical punishment is strictly forbidden.***

### Special Concerns for Children Ages 5 or under

1. Youth (age 14 and older) may work with children ages 5 and under as long as there are at least two approved adults present in the room at all times.
2. Children, ages 5 and under, will be released into the care of the parent presenting the child's security card to the worker only. The child will not be released into the care of other siblings regardless of the presentation of the security card. The child will be released to another adult authorized by the parent who presents the security card to the worker in the child's' room.
3. Security System: A security system is necessary for children ages 5 and under for the safety of the child and for the parent's ease of mind. The following system will be used, updated and changed as needed:
  - ◆ Upon delivering the child into the care of our workers, the parent will be given a security card with their child's name and names of parents. (Parents or responsible adult authorized by the parent are encouraged to keep this card in a safe place until the time they pick their children up.)
  - ◆ When picking up their child, the parent or responsible adult authorized by the parents must slide security card under the door and wait patiently until the worker brings the child to the door.
  - ◆ No child will be released without the presentation of the security card.
  - ◆ If the card is lost, the parent or responsible adult authorized by the parent must go to the program director, preschool division director or the preschool assistant division director. After the parent presents the proper photo identification, a new card will be issued.

## Supervision Policies

### Special Concerns for Children Ages 5 or under (continued)

4. Annually parents will be required to complete a preschool form indicating any food allergies and any special care instructions for those working with their child, or when changes with the child necessitates updates.
5. Workers will follow all written instructions of the parent, being especially sensitive to children's allergies when serving food.
6. A ***notarized Medical Authorization form*** must be completed by the parents of any minor under the age of 18 in order to participate in any activity out of the normal weekly program. (This would include anytime the parents dropped off their children and then returned at a later time to pick them up. This form will remain on file in the Church office for a period of one year. Certified copies of the Medical Authorization form must be in the possession of the activity leader for all those attending. This form must be renewed annually and upon changes in any information.



### Special Concerns for Children in Grades 1 through 6

- ◆ A ratio of one adult to six children shall be maintained for each outing, trip, or activity beyond the normal weekly program. Parents who have been church members for at least one year may be used to ensure this ratio, provided they have read and understand the policies for working with children and complete and sign a temporary worker information form.
- ◆ All trips, outings, and any activities beyond the normal weekly program will require a signed parental consent form for each child attending. This form must be in the possession of the activity leader before the minor, under the age of 18 may participate. At the end of the trip, outing, or activity these forms will be turned into the church office to be filed.

# Supervision Policies

## Supervision Policies for paid and volunteer workers with children up to age 18

### Special Concerns for Children in Grades 1 through 6 (continued)

- ◆ **A *notarized Medical Authorization form* must be completed by the parents of any minor under the age of 18 in order to participate in any activity out of the normal weekly program. This would include anytime the parents dropped off their children and then returned at a later time to pick them up. This form will remain on file in the church office for a period of one year. Certified copies of the Medical Authorization form must be in the possession of the activity leader for all those attending.**
- ◆ **All adult leaders for any overnight activity, must have on file a worker information form in order to participate, unless the activity is for all parents and their children. In this case the adult leader in charge must meet this requirement.**
- ◆ **For any overnight activity, there shall be one approved adult responsible for every six children of the same sex.**
- ◆ **During any overnight activity, individuals will not be allowed to enter the sleeping accommodations of the opposite sex. Every attempt will be made to ensure that the accommodations for each sex are as far apart as possible.**
- ◆ **\_\_\_\_\_ Church shall not conduct any overnight activity for children in the third grade or younger unless their parents are with them during the entire activity.**
- ◆ **For the safety and security of our children, parents are required to pick up their children promptly at the end of the program or activity. No child will be allowed to roam inside or outside the church building. They must be in the immediate care of their parents or participating in a program.**
- ◆ **When transporting any child, safety belts and shoulder straps must be used. There may be only one child per safety belt in the vehicle.**
- ◆ **The driver of any vehicle transporting minors under the age of 18 must be at least 21 years of age.**

## Supervision Policies

### Supervision Policies for paid and volunteer workers with children up to age 18



#### Special Concerns for Youth in Grades 7 through 12

⇒ All trips, outings, and any activities beyond the normal weekly program will require a signed parental consent form for each child attending. This form must be in the possession of the activity leader before the minor, under the age of 18 may participate. At the end of the trip, outing, or activity these forms will be turned into the church office to be filed.

- ⇒ **A notarized Medical Authorization form** must be completed by the parents of any minor under the age of 18 in order to participate in any activity out of the normal weekly program. This would include anytime the parents dropped off their children and then returned at the later time to pick them up. This form will remain on file in the church office for a period of one year. Certified copies of the Medical Authorization form must be in the possession of the activity leader for all those attending. This form must be renewed annually and upon changes in any information.
- ⇒ All trips, outings, and any activities beyond the normal weekly program will require the ratio of one approved adult responsible for every five youth of the same sex. Parents who have been church members for at least one year may be used to ensure this ratio provided they have read and understood the polices for working with youth and have completed and signed a temporary worker information form.
- ⇒ In counseling with a youth, avoid being isolated. Make sure at least one other adult knows what you are doing and will periodically check up on the meeting. Use rooms with large windows in the door or keep the door open during counseling.
- ⇒ Appointments made by the adult leaders with youth must only be made with parental permission making sure the parent knows the beginning and ending time of the meeting. The meeting should only take place in a public setting.

# Supervision Policies

## Supervision Policies for paid and volunteer workers with children up to age 18

### Special Concerns for Youth in Grades 7 through 12 (continued)

- ⇒ At no time shall a volunteer or paid youth worker pursue a dating relationship with a youth. Youth workers must always be sensitive to youth with “crushes”.
- ⇒ During any overnight activity, individuals will not be allowed to enter the sleeping accommodations of the opposite sex. Every attempt will be made to insure that the accommodations for each sex are as far apart as possible.
- ⇒ When transporting youth, safety belts and shoulder straps must be used. There may be only one youth per safety belt in the vehicle.
- ⇒ Drivers for any youth activity must be at least 21 years of age.
- ⇒ When driving, an adult should not be alone with a youth.

## Supervision Policies

### Policies for enlisting workers for preschoolers, children, and youth to age 18

1. A volunteer must be an active member of \_\_\_\_\_ Church for at least six months before being considered for a position working with preschoolers, children, or youth.
2. All new workers are required to complete the potential worker orientation course before they begin working.
3. All workers (new and existing) must fill out a worker information form which will be kept on file in a secure and confidential manner.
4. References given on the worker information form will be contacted by the office of the Minister of Education.
5. Each potential worker will be interviewed in person by the program director or division director in the area they will be serving.
6. At the completion of the process, the potential worker's name may be submitted to the Church Council for recommendation to the church body for opposition working with preschoolers, children, or youth.
7. Temporary workers (those who help once a quarter or less) must be members of \_\_\_\_\_ Church for at least one year prior to helping and will be required to complete and sign a temporary worker information form after reading and understanding all the policies for working with preschoolers, children, and youth. This temporary form will last for one church year.
8. Only members (six months or longer) of \_\_\_\_\_ Church, who have completed either the Worker Information Form or the Temporary Worker Information Form, may assume any leadership role.



# Supervision Policies

## Policies for enlisting workers for preschoolers, children, and youth to age 18 (continued)

9. All paid employees who work with or have direct access to children up to age 18 will be required to submit to a criminal background check before being hired.
10. Adequate records will be maintained at all times in the following manner:
  - A. Informational records on each worker shall be kept in a secure, confidential and limited access location.
  - B. Records will be updated upon any changes in a paid or volunteer worker's status.
  - C. Records shall be maintained in a simple, but clear filing system.
  - D. A periodic review of each record shall be made to ensure the accuracy of the records.
  - E. Each record shall be handled in a strictly confidential manner!

