

Fellowship Wesleyan Safe Child Training

PURPOSE: To implement policies and/or procedures that are intended (1) to provide for a safe and secure environment for children, (2) to train and protect adults working with children/youth, and (3) to ensure intervention if abuse or neglect is suspected within the church setting and/or among its members or guests.

Fellowship Wesleyan Church understands that there are abused persons within our community, and that some may be worshiping with us. For many of these individuals, other persons whom they have known and trusted have been the abusers. In fact, the majority of these abuse situations have been by family and/or extended family members. Regrettably, a common theme throughout these situations has been the absence of the church in a supporting role for the victim and, unfortunately, sometimes in a role of silently ignoring the abusive act. Our congregation recognizes that abuse can occur in church families and extended families. Because of our commitment to care for people, Fellowship Wesleyan Church believes it is imperative to institute a procedure on child abuse prevention in the church.

It is important to note that this procedure requires pastors to report all cases alleging child abuse as defined in this procedure to the proper governmental authorities. Persons entering into a counseling relationship with the pastors are made aware of this regulation.

Definitions of Important Terms

- A. **Adult:** a person at least 18 years of age.
- B. **Child or Youth:** a person under 18 years of age.
- C. **Child abuse:** harm or threatened harm to a child's health or welfare which occurs through non-accidental physical or mental injury; sexual abuse, sexual molestation, sexual exploitation; dissemination, exhibiting or displaying pornographic material to children.
- D. **Sexual abuse:** engaging in any sexual contact with a child; the sexual exploitation or molestation of any person, and/or disseminating, exhibiting or displaying pornographic material regardless of whether such conduct is with or without the knowledge or consent of the other person. Sexual abuse may be violent or non-violent. It includes sexual behavior involving touching, such as fondling, as well as penetration, intercourse, and rape. It also includes sexual behavior that does not include touching, such as sexually suggestive comments, obscene phone calls, exhibitionism, displaying pornographic materials, and allowing children to witness sexual activity.
- E. **Staff member:** any person serving at Fellowship Wesleyan Church in an official paid capacity, including Fellowship Wesleyan Preschool director, teachers, and assistants.
- F. **Volunteer Worker:** an adult who is authorized to provide a service or otherwise act on behalf of the church, whether in a paid or volunteer capacity.
- G. **Volunteer assistant worker** (revised 3/11): a person 12-17 years old who is authorized to act in a supportive capacity alongside a Volunteer Worker.

Application Process

(Revised 3/11)

Fellowship Wesleyan church requires that every worker, 12 years old and older, successfully complete a confidential application process **before** working with children. Designated personnel should be responsible for the administration of this process which should minimally consist of: Volunteer worker (18 year old and older) will complete the Application and release forms, at least one personal interview, and reference and criminal history checks. Volunteer Assistant workers (12- 17 years old) will complete the Application and at least one personal interview, and references.

1. Application: should include (e.g. Appendix A)

- a. Personal Data
- b. Spiritual History
- c. Qualifications
- d. Legal History (Volunteer workers only)
- e. References
- f. Applicant's Statement & Affirmation

2. Notarized Release: (e.g. Appendix B)

3. Personal Interview: should include and be documented on a standardized form (e.g. Appendix C)

- a. An initial interview should be conducted following the submission of the Application. The purpose of this interview should be to [1] briefly discuss the particulars of the youth/child work being considered, [2] explain the need for and the elements of the application process [3] review the Application, discuss, clarifying and/or verifying, as needed, any information provided therein, and [4] answer any questions the applicant may have.
- b. It is recommended that a second personal interview be conducted, normally at the completion of the Application process. During this interview [1] the process and its results can be discussed, [2] further details relating to the youth/child work discussed, and [3] these guidelines reviewed. [4] The application should be signed including the interview form, attesting to their review, understanding and support of the guidelines.

c. Other intervening interviews may be conducted as needed.

4. Reference Checks: should include and be documented on a standardized form (e.g. Appendix D)

- a. Identification of yourself by name and position/title.
- b. Identification of the applicant and the purpose of the interview (e.g. Applicants name, position being applied for, etc.).
- c. Verification of the reference's relationship to the applicant (e.g. attended your church from _____ to _____; how know and for how long have known applicant).
- d. Verification of the particulars of that relationship as provided on the application (e.g. A youth worker at _____ Church from _____ to _____).
- e. Ask if the referent "would have any reservations about [the applicant] working with youth/children at our church?" If yes, ask, "Why?"

5. Criminal History Checks:

- a. When deemed necessary, a criminal history record check may be obtained from the jurisdiction in which each applicant resides.
- b. If, on the basis of the application or any inquiries related thereto, it is deemed advisable to seek other record checks, they may be obtained from those jurisdictions surrounding and applicant's current address, from previous residential jurisdictions, from present or previous jurisdictions of employment, etc.

6. Annual Training and Review:

- a. Each person involved with children/youth will attend a yearly training session to review the policy and sign a form indicating whether there have been any changes in their application information. They will also sign the Ministry Covenant for the next year.

Supervisory Recommendations

- 1. Sixth Month Rule:** Volunteers should be permitted to work with youth/children only after they have been regular attenders of the church for six months. Such a procedure gives the church an additional opportunity to evaluate applicants, and will help to repel persons seeking immediate access to children. With the understanding that there may be a situation with extenuating circumstances that would merit a less than six month rule. In this case, the pastor of the particular ministry and the LBA would have power to approve the applicant. This will only be invoked under very specific circumstances, such as a former Children's Pastor attending our church as a lay person. Most applicants will have to wait the full six months.
- 2. Applicants with Abuse Convictions Not Accepted:** Anyone convicted of or who plead guilty to a sexual or violent (e.g., assault) offense should not be allowed to work with youth/children in any capacity.
- 3. Adult Survivors of Abuse:** Although the statistical correlation between persons who abuse children and who are themselves abused as minors is high, persons who are adult survivors of abuse should not automatically be disqualified from further consideration. Rather, they must meet with the Senior Pastor or his/her designee for assessment of their suitability and/or care prior to the rendering of a decision.
- 4. Permission:** (1) Written parental permission should be secured prior to participation in church sponsored activities. For the church's programs, a registration card will be filled out with parental permission to attend as part of the form. (2) The consent of a youth/child's parent or guardian should be obtained before going out alone with that youth/child, or spending time with the youth/child in an unsupervised situation. An appropriate church leader should also be notified and approve of such circumstances in advance.
- 5. Supervision:** (1) Consider adopting a "two worker" rule: two workers should be present during a youth/child program or activity. One of these must be at least 18 years of age. Spouses and other family members should ideally not work together in a classroom/area unless a third non-related worker is present. This rule reduces the risk of violations of "Prohibited Conduct" (see page 13) as well as the risk of false accusation. (2) If a teen is used, (s)he should never care for children alone. (3) Rest Room procedures should be established for children through the Elementary School ages. A child in this age group should be

escorted to the rest room. If one adult escorts a child to the Rest room, the outside and wait for the child. Two children may also go to the restroom together. If a child needs immediate assistance and another adult cannot be found in time, the adult may assist the child provide the adult is a female. Males should not assist children in the restroom. When arranging for childcare, a female should always be included in the plans so this procedure can be followed. (4) A diaper-changing area should be located where at least one other worker can view the changing procedure. Female adults are the only ones allowed to change diapers.

- 6. Adequate Personnel:** (revised 3/11) (1) In order to provide optimal care, Fellowship Wesleyan Church has established recommended ratios of workers to youth/children for all programs and activities (see staff guidelines). This ratio should be maintained as much as possible before, during and after an event, that is, until all youth/children are in the custody of their parents or legal guardians. (2) Volunteer Assistants should be utilized only in a support capacity alongside regular workers.
- 7. Nursery/Preschool Identification Procedure:** (1) Procedures should be in place that provide for the registering and identifying of each child, as well as the child's parent/guardian. (2) Children should be released only to a properly identified and pre-authorized adult.

Reporting and Investigative Procedures

When you first notice or suspect child abuse and/or when the child first comes to your, be sure to take the child seriously. Don't deny the problem. Stay calm, and listen to the child. Remind the child that he or she is not at fault and that the child was right in telling you about the problem. **Do not promise the child that you will not tell anyone!**

Whether required by force of civil law or not, any worker who, on the basis of facts, conditions or circumstances, has reasonable cause to suspect that a youth/child is being or has been abused or maltreated shall:

1. Immediately notify the senior pastor or his/her designee. **IF THERE IS ANY DOUBT, MAKE NOTIFICATION.**
2. Upon notification, the senior pastor or his/her designee shall initiate or cause to be initiated a written record of the report and all subsequent information and actions related thereto. He/she shall become responsible to (a) evaluate the facts, conditions or circumstances which are the basis of the said report, and (b) cause a report to be made with, and fully cooperate with, the appropriate civil authorities (normally a police agency) if reasonable cause exists to suspect that the youth/child is being or has been abused or maltreated.

NOTE: It is NOT the responsibility of the reporting worker or the senior pastor/designee to substantiate any allegations or suspicions. Also, if there is any doubt, the matter should be referred to the appropriate police agency, a local child protective services agency or the Statewide Central Register of Child Abuse and Maltreatment (800-635-1522).

3. Any worker who is a suspect in an abuse or maltreatment incident, whether or not the alleged incident occurred while providing a service or otherwise acting on behalf of the church, shall be suspended from all church-related responsibilities pending the outcome of any investigation by the proper authorities.
4. The senior pastor or his/her designee shall also notify the District Superintendent or his/her designee if the suspected abuse or maltreatment involves a worker of the church.
5. If the suspected abuse or maltreatment involves the senior pastor, the District Superintendent or his/her designee shall be notified directly by the person in possession of the alleged facts, conditions or circumstances (716-646-0282).

6. IT IS IMPERATIVE THAT THE RIGHTS AND PRIVACY OF ALL PARTIES INVOLVED BE PROTECTED. Therefore, the identities of any alleged victim(s) and suspect(s), as well as the facts, conditions, or circumstances surrounding any incident, and any subsequently related reports or documents, must be held in the strictest of confidence by all persons involved with or aware of such. Furthermore, any and all records or documents should be kept in a separate, confidential file accessible only to the District Superintendent, senior pastor, their designees, legal counsel, and/or the appropriate civil authorities.

7. If a worker uses physical force on or against a youth/child for any reason whatsoever, parental/custodial notification shall be made and a report made to and filed with the senior pastor or his/her designee as soon as possible. The report should be documented in writing and kept in a separate, confidential file accessible only to the District Superintendent, senior pastor, their designees, legal counsel, and/or the appropriate civil authorities. If the use of physical force has resulted in the claim of or actual injury to the youth/child or worker, further notifications shall be made to the appropriate police agency, District Superintendent, legal counsel, and the insurance carrier.

Knowledge of or observed inappropriate conduct or relationships between a worker and a youth/child (cf. "Prohibited Conduct") should be reported to the senior pastor or his/her designee. If the alleged conduct is immediate, that is, occurring in the present moment, such should be prevented and /or terminated as tactfully as possible. The senior pastor or his/her designee shall immediately initiate or cause to be initiated a written record of and investigation into the reported conduct/relationship. During the course of, or as a result of this investigation, the worker may be, as deemed reasonable and necessary, monitored and/or subjected to measures ranging from warnings to suspension and/or termination from their work. If a pattern of conduct, or accusations of such, develops, the worker should be terminated.

Staffing Guidelines

All lay people interested in working with children/youth will have regularly attended our church and its ministries regularly for not less than six months, will have received our Sexual Abuse Prevention Procedure and will have filled out an Application. They will also be required to attend the next available Sexual Abuse Prevention Seminar held at various times throughout the year. Final approval will be given by the supervising pastor. An exception to the six month rule may be made if approved by the Senior Pastor (for example, a former children's pastor from within the denomination joins our church as a layperson), but he/she will not be excused from the training seminars.

There will be at least one approved adult (at least 18 years old) in each room at all times, however two-deep leadership is recommended when possible.

1. Rooms for children ages 0-5 must be staffed with at least one woman team member in order to facilitate our bathroom policy (see page 22).
2. Rooms for first grade and above may have one teacher male or female if the room is easily visible to the CE director and he/she makes regular visits to the classroom, or a designated rover is used.

The CE Director or designated rover will make regular visits to the classrooms to insure that classrooms are properly supervised.

The following ratios are staffing recommendations only; each situation will be evaluated and the number of workers necessary will be determined on a case by case basis by the ministry leader, keeping in mind other aspects of this policy.

Nursery	One adult per 4-5 children
Pre-school	One adult per 5-6 children
Elementary (grades 1-6)	One adult per 6-8 children
Youth (grades 7-12)	One adult per 8-10 youth

Abuse Indicators

The following lists include some general indicators of abuse. It is not all-inclusive, nor does any one indicator necessarily mean that abuse/maltreatment has occurred. In fact, many of these indicators may be the result of other physical or psychological disorders, stress or anxiety. Therefore, a worker should report their observation-based concerns in accord with the established reporting procedures (cf. page 7).

1. Possible indicators of physical abuse:
 - a. Unexplained bruises or welts (bruises in various stages of healing—different colors, old and new scars together).
 - b. Unexplained burns (cigarette, etc.).
 - c. Unexplained broken bones.
 - d. Unexplained cuts or scrapes.
 - e. Unexplained stomach injuries.
 - f. Unbelievable explanations of injuries or claiming no knowledge of the source or injury.
 - g. Exhibits habits disorders (sucking, biting, eating disorders).
 - h. Fears adults; shrinks away from touch.
 - i. Afraid to go home.
 - j. Bald spots and scalp bruises (caused by hair pulling).
 - k. Human bite marks.
 - l. Fears parent(s) or caregiver.
 - m. Overly aggressive or withdrawn.
 - n. Seeks more than average amounts of affection from other adults.
 - o. Lags in emotional and intellectual development.

2. Possible indicators of physical maltreatment:
 - a. Under-fed or constantly hungry.
 - b. Constantly unclean/poor hygiene.
 - c. Unattended medical needs.
 - d. Growth rate below normal.
 - e. Begging or stealing food.
 - f. Lack of supervision.
 - g. Constantly fatigued or listless.

3. Possible indicators of emotional abuse/maltreatment:
 - a. Speech problems.
 - b. Slow mental or emotional growth.
 - c. Anti-social or destructive behavior.
 - d. Dramatic emotional swings.

- e. Low self-esteem.
 - f. Slow physical growth.
 - g. Habit of sucking, biting, or rocking.
 - h. Long-term depression.
 - i. Loss of appetite.
4. Possible indicators of sexual abuse:
- a. Difficulty in walking or sitting.
 - b. Bed-wetting.
 - c. Depression or withdrawn behavior.
 - d. Poor relationships with other youth/children.
 - e. Acting out adult sexual behaviors.
 - f. Indirect hints that allude to problems.
 - g. Pain or itching around private parts.
 - h. Not wanting to be touched.
 - i. Stomach-aches.
 - j. Sleep problems.
 - k. Sudden behavior changes.
 - l. Reluctance to go to the bathroom.
 - m. Anxiety, irritability, constant inattentiveness.

Prohibited Conduct

Staff members, volunteer program leaders or any church member providing care for children whether paid or volunteer shall not engage in any of the following conduct with program participants whether consensual or non-consensual:

1. Sexual contact of any kind, not limited to but including exploitation, molestation, disseminating, exhibiting or displaying pornographic material.
2. Physical force—unless and only when and to the extent reasonably believed necessary to prevent or terminate the use of force against oneself or another person, or to prevent a suicide or self-inflicted injury. Also, if there is a threat to the physical property of the church or grounds.
3. Selling, giving, or furnishing any child with any tobacco substance, alcohol, or illegal drug.
4. Use of obscene, foul, or sexually explicit language.
5. Demonstrate any romantic or sexual interest in a child.
6. Remove any clothing from another person, except when appropriately required under necessary circumstances.
7. Wearing of inappropriate (i.e., revealing, sexually suggestive, offensive) or insufficient (showing intimate parts) clothing.
8. Kiss any child on the lips or in an intimate area.
9. Extended or inappropriate hugging or embracing.
10. Sleep in the same bed or bedding with any child.
11. Remain in any building, room, motor vehicle or private place with a child except as permitted in this procedure (see page 16).
12. Deny anyone, who is not a threat to a child, access into a room, vehicle, or other place in which you are present with a child.

Permitted Conduct

It is quite normal, appropriate and desirable for Christians to express and share their love and affection for each other and Christ. This sharing is essential for healthy emotional and spiritual well being of individuals, and for the growth and development of a loving and caring Christian community such as Fellowship Wesleyan Church. This sharing of love is especially important to children for their normal, healthy, and happy growth and development. The expressing and sharing of one's Christian love to a child or youth will not be discouraged, but because of the awareness and concern for abuse of children, workers should follow all guidelines for permitted conduct.

The following guidelines denote what is permitted by a staff member, volunteer program leader or any other church member, whether paid or volunteer. These guidelines shall be considered an expression of this Christian love and not abuse or even creating the appearance of child abuse:

1. Verbally expressing one's Christian love and affection to another.
2. Appropriately holding and comforting another person.
3. Occasionally and appropriately hugging or embracing another person, especially when initiated by the other.
4. Sharing emotional and spiritual concerns with another person.
5. Providing necessary medical care and attention to another person.
6. Encouraging another member to appropriately express and share their Christian love.

Touch Policy

Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love:

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| Hugs | Side hugs or casual hugs are positive contact and we encourage them. We caution all workers to use discretion when initiating hugs with children or youths, and no lip kissing is allowed. |
| Lap Sitting | Encourage children 6 and over to sit next to you, rather than on your lap. |
| Casual touch | Gentle contact during activities may be on children's heads, shoulders, arms and hands. There should be no sexual contact (see definition page 2) |
| Back-rubs | Anyone working with our children/youth shall refrain from giving back-rubs. |

Guidelines for Private Conversations and/or Counseling

The opportunity for a church member, whether child or adult, to share confidentially his or her private and personal concerns with another member can contribute significantly to his or her spiritual, emotional and physical well-being. Indeed, this may be the only time when a person may be willing to disclose any abuse he or she may be suffering. Such private and confidential conversations are an integral part of a caring and loving Christian community.

On the other hand, such private conversations create a very high-risk environment for potential abuse situations to arise. They create an ideal opportunity for: (1) abuse to occur, (2) a false appearance that abuse may be occurring, and (3) a false, but difficult to refute, allegation that an incident of abuse did occur. Thus, there is a tension between two valuable objectives, which are mentioned above, designed to reach a common ministry goal. A proper balance is difficult to achieve with any set of procedures or guidelines, especially given the variety of circumstances and relationships that may exist.

Therefore, before engaging in a private conversation with another member, whether child or youth, every staff member, volunteer program leader or other member engaged in ministry should weigh and balance the following considerations:

- 1. Location:** Private conversations can be conducted more safely in an open and populated location. If a private meeting is needed, meet in a room with a window where you are visible to others. If in a room with no window, keep a door open.
- 2. Gender issues:** Private meetings and conversations with members of the opposite sex are more prone to abuse and the appearance of impropriety, so extra care should be taken when dealing with the opposite sex.
- 3. Ability of the Caregiver:** If a person's spiritual or emotional needs are significant, the caregiver should refer him or her to the pastor or to a professional counselor. Don't overestimate your own counseling abilities.
- 4. Reliability:** Consider the emotional stability and maturity of the individual. If lacking, private meetings with that person may be dangerous because such individuals may create the highest risk of false accusations.
- 5. Appearance:** Maintain an appropriate appearance at all times. Remember that words and conduct that may seem appropriate at the time can subsequently be made to appear very inappropriate or sinister.
- 6. Substance of conversation:** The substance of the conversation should be appropriate at all times.
- 7. Touching:** Although hugging another person in a public location when several others are present may be appropriate, physical contact in a private, isolated location creates a very high risk of being misconstrued and should be avoided.

8. **Safeguard:** As an extra precaution, consider keeping records of all private meetings, and let a designated adult besides his or her spouse know that the conversations are occurring, as well as the reasons for the conversations.
9. **Special Note for Youth:** Youth leaders of one sex may NOT transport youth of the opposite sex unless a parental permission is secured. If a circumstance arises that parental permission cannot be secured, the youth leader should try to find someone else that can be in the car with them or arrange for other transportation for the teen.

Discipline Procedure

Discipline should be handled quickly and efficiently. Every effort should be made to conduct disciplinary measures inside the classroom. Make sure children and teens understand the expectations for behavior.

The following are steps to use in disciplining a child beyond the ordinary measures taken in the classroom situation:

- A. Talk to the child privately in the presence of at least one other adult.
 - 1. Inform the Ministry Leader of the apparent problem.
 - 2. Inform the parent(s)/guardian(s) and discuss the situation with them.
- B. In the child/youth is still a continual problem, refer him/her to the Ministry Leader. If necessary, the Ministry Leader will set up a meeting between the teacher, parent(s)/guardian(s) and the pastor in charge of the ministry.

In the case of an immediate need for discipline, the child/teen may be brought to the Christian Education Director or the Ministry Leader. Do not send them alone, always have an adult bring them.

All Ministry Team members are responsible for student behavior while they are on church property. All ministry members should correct all children/youth whether they are under our jurisdiction or not.

Physical force may be used only when necessary to prevent or terminate the use of force against one's self or another person, or to prevent suicide or self-inflicted injury. Also, if there is a threat to church property or grounds.

Nursery Workers

The following are requirements for nursery workers:

1. Since we have windows in the nursery doors, either nursery may be staffed by only one adult provided the child to adult ratio is within reason. Teens should only be scheduled to serve in the toddler/crawler nursery with an adult. Those who serve in the nursery (adults, youth) are expected to be in the nursery at their assigned times. If unable to fulfill their commitment, volunteers attempt to switch with another regularly scheduled nursery worker. If unable to work out a resolution, please contact the nursery coordinator.
2. Nursery volunteers are expected to be in the nursery 15 minutes prior to services or church functions unless otherwise specified and to remain until all children have been picked up, or until other staff members have arrived.
3. Nursery volunteers are to wear the supplied name tags.
4. The adult is to supervise both the infants/toddlers and the youth helpers, making sure the safety of the children using the nursery is foremost.
5. Parents/guardians sign in their child and indicate who is to change the diaper (us or do they want to be paged. They are then given a pager. At pick up time, pager will be handed back in by the parent/guardian.
6. Parent/guardians of infants will be allowed to enter the nursery to remove infant outer wear (if necessary) and settle the baby in a swing, walker, crib, etc and give instructions to the volunteer.
7. Parents/guardians are to label clearly all of the child's belongings: diaper bag, bottles, pacifier, burp cloth, diapers, etc. Belongings will be put in their designated area.
8. Toys are to be picked up and put away neatly. Any broken toys must be given to the nursery coordinator for removal and/or repair. Soiled toys should be put in the "to be cleaned" bucket.

If a nursery volunteer does not follow these procedures, that person will be reminded of the correct policy by the Nursery Coordinator. If the guidelines continue to be broken, the Nursery Coordinator will be notified and that worker will no longer be used as a volunteer.

Drivers/Chaperones

1. All drivers and chaperones must complete a Driver Application Form and be approved as an “occasional” volunteer.
2. All drivers/chaperones must be at least 21 years of age, out of high school and final approval is at the discretion of the ministry leader. If a teen wishes to drive and the leader has parental permission to let them, that teen may drive. No other teens will be allowed to ride with them unless written parental permission is secured.
3. Those who drive must have a good driving record. A copy of the license may be obtained for our records. If license is suspended or revoked, the church must be notified.
4. All drivers, riders, youth and children must be wearing seat belts when the vehicle is in motion.

Parent Pick-up Procedure

Due to the large number of children involved in our ministry, we require that a parent (or a person pre designated by the parent) come to the area of ministry and pick up their children (nursery through 5th grade). We ask that this be done within ten minutes of the class/program ending so that the teachers may remain on schedule for places they may need to be. Any exceptions to this rule must be cleared directly with the teacher of that specific class.

Children's Ministries on Sunday Morning

Before 9 am service parents can drop off their

Infant in room 4

Toddler in room 3

Pre-k through grade 4 in room 6A

5th & 6th grader in room 7A

If parents have not picked their child up, teachers will take them to the Worship Service.

Parents who just arrived for 10:30am service can drop off their

Infant in room 4 and Toddler in room 3

Pre-K through grade 4 will be dismissed to meet their Sunday School teachers in the back of the sanctuary and in the lobby.

If parents do not pick up their children in a timely manner, the teacher may escort them to their parents.

Bathroom Procedure

While any volunteer (male or female) may escort a child to the bathroom, if a younger child (through Kindergarten) needs **assistance**, a female adult may enter to assist observing the following guidelines:

1. The door must be left open when assisting a child while the adult is present.
2. It should be the aim to always go to the bathroom in a group. Avoid taking children to the bathroom alone.

If for some reason going in a group is not possible, a volunteer may escort the child to the bathroom, or two older children may go together. The bathroom should be screened by the escort, and then the child may go to the bathroom while the escort waits in the hall. Younger children are only allowed to be helped by adult females, and that person should have another female volunteer visible when assisting, provided there is time!

Never go into a bathroom stall with the door closed.