

LEVEL TWO REQUIREMENTS

To serve with us, level two volunteers should:

- ⇒ **receive guidelines and training and agree to abide by Safe Kids policies & procedures**
 - ⇒ **Training can be either thru a Safe Kids class, one-on-one with Pastoral staff, or coming soon, online @ smrbcfamilies.org**
- ⇒ **fill out the Background Check form. Background checks are performed on all volunteers as budget allows, and on random or high-risk volunteers if resources are limited.**
- ⇒ **have 6 months of regular church attendance at SMRBC**
- ⇒ **be personally interviewed and approved by a member of the Pastoral Staff**

LEVEL TWO LIMITATIONS

Level Two volunteers are a part of almost every children's ministry activity. However, Level Two volunteers should not chaperone overnight ministry activities such as lock-ins or camp.

LEVEL THREE REQUIREMENTS

To serve with us, level three volunteers should:

- ⇒ **Complete all the requirements of Level Two**
- ⇒ **have 1 year of regular church attendance at SMRBC**
- ⇒ **Must be regularly involved in a SMRBC Life Group, or be similarly spiritually invested in a church fellowship if a Life Group is not available (such as out-of-area College students)**

LEVEL THREE LIMITATIONS

- ⇒ None except as set by Pastoral Staff or Ministry Team Leaders

Training Guide for Ministry Volunteers

SAFE KIDS
Safety & Security Policies for Volunteers Working with Minors

“Taking a child, He set him before them, and taking him in His arms, He said to them, ‘Whoever receives one child like this in My name receives Me; and whoever receives Me does not receive Me, but Him who sent Me.’”

WHAT IS SAFE KIDS?

SMRBC has a collection of policies and practices that it has put into place to help keep the children we minister to safe and secure at all times. These policies are to be followed in any instance where volunteers are ministering to children as part of a SMRBC-sponsored ministry or trip.

These policies have been designed to protect:

- ⇒ children from harm,
- ⇒ volunteers from false accusation, and
- ⇒ the name of Christ from being disgraced.

Our goals in these policies are to:

- ⇒ Establish continuous accountability for interactions between volunteers and children,
- ⇒ Eliminate common suspicious, damaging, or potentially dangerous situations,
- ⇒ Provide a consistent and transparent process for handling suspicions, incidents, or child reports
- ⇒ Educate and train all volunteers on appropriate policies and procedures, and
- ⇒ Screen volunteers for risk.

ESSENTIAL SAFE KIDS POLICIES

1. Never be alone in an isolated place with a child or student
2. At least two workers should be present with a preschool group.
3. When only one volunteer is ministering with a group of students, leave the classroom door open
4. When a volunteer is assisting children with bathroom needs, prop the bathroom door open
5. Keep careful track of each child in your care until they are given back to their parents by following all hand-off policies between parents and volunteers and by keeping and checking head counts of children
6. While you can show appropriate affection, avoid touching a child anywhere on their body that could be misunderstood by the child or another person.
7. Only female volunteers change diapers or assist in bathrooms
8. Older minors working in ministry with younger children are always under direct adult supervision [minors over 15 years old are required to comply with Safe Kids training requirements]
9. Never spank, pinch, hit, or be rough with a child [no corporal punishment]
10. Instead of harsh words or physical punishment, seek to use redemptive discipline through positive reinforcement, corrective Biblical teaching opportunities, active lesson movement, warnings, time outs, and parent involvement
11. Take all volunteer, parent, or child suspicions or incident reports seriously, reporting them to a Pastor immediately and refraining from discussing with others.

SAFE KIDS LEVELS

SMRBC has three levels of SAFE KIDS volunteer service. These levels allow volunteers to serve in a variety of low-risk roles from early in their involvement in our church. As they have a chance to grow in ministry and be better screened by SMRBC leaders, they can take on roles of greater responsibility.

LEVEL ONE REQUIREMENTS

To serve with us, volunteers should:

- ⇒ **receive training (this booklet) and agree to abide by Safe Kids policies & procedures**
- ⇒ **fill out the Background Check form. Background checks are performed on all volunteers as budget allows, and on random or high-risk volunteers if resources are limited.**
- ⇒ **have 3 months of regular church attendance at SMRBC OR be an immediate family member or caregiver of a ministry participant or ministry leader**
- ⇒ **be personally screened and approved by the ministry leader or Pastoral Staff**

LEVEL ONE LIMITATIONS

Level One volunteers can aid in ministry in a number of ways, but we ask that they not take on the following responsibilities:

- ⇒ **Level One volunteers should not take a teaching role**
- ⇒ **Level One volunteers should not be the only ministry volunteer with a group in a room**
- ⇒ **Level One volunteers should not help with bathroom needs or diaper changing**
- ⇒ **Level One volunteers should not chaperone overnight ministry activities such as lock-ins or camp**