



orlando**children's**church

## OCC Under 18 Volunteer Policy

### VOLUNTEER BACKGROUND CHECKS

A criminal background check and child abuse registry check shall be required for all volunteers over 18, both employee and volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the application at <http://www.ministryopportunities.org/OCC> authorizes OCC to conduct these checks. Background checks will be kept confidential in a secure electronic location accessible only by Peter and Isabel O'Driscoll and OCC staffer Rebecca Robinson through the vendor ProtectMyMinistry.org.

### TWO ADULT RULE:

Two non-related adults must always be present in groups of children except in emergency situations and where not reasonably feasible. This should be discussed with Pastor or Mrs. O'Driscoll prior to the "reasonably unfeasible" situation.

### OPEN DOOR/WINDOW POLICY

The preschoolers, children and student small groups meet in rooms with view windows (in doors or walls), half doors or open doors for all teaching/learning activities. A "floater" or hall monitor may also be used to make frequent room and restroom checks. If a door does not have a view window, it must remain open for the duration of the room's use.

### BATHROOM POLICY

Restrooms with multi-stalls are to have the entry door open at all times (located in the Fellowship Hall for Elem. and the hallway across from the library for MS/HS.) Single stall restrooms (such as in the 5<sup>th</sup> grade small group) are to be entered and used by only one person at a time. No exceptions.

When an adult must accompany a small child to a multi-stall restroom, the child must wait outside the restroom while the adult checks the restroom prior to the child using the facility. While the child is using the facility, the adult must wait outside or in the open doorway for the child. If children are using a public bathroom that other adults may also be using, the teacher should stand in the open entry door to be able to listen in case assistance is needed by the child. Children may not view other children when using the restrooms.

Please note: Under no circumstances may a volunteer or other child be alone with a child in the stall of a restroom or in a single restroom with the door closed.

### BUS POLICIES

Children are given color-coded bracelets and counted upon exiting the buses for OCC. Children are counted and bracelets matched once back on buses and prior to leaving OCC.

### TWO TEACHERS IN SMALL GROUPS

At least two adults (or one adult and one student volunteer) should remain in a classroom at all times. If a volunteer needs to leave the classroom, the team leader or a hall monitor, or a security team member must be notified to maintain the policy.

### APPROPRIATE TOUCH

The following are the guidelines for when, where, and how to use appropriate touch.

- An arm around a shoulder
- Walking hand in hand
- Carrying small children
- Short congratulatory or greeting hugs
- Brief, assuring pat on the back or shoulder
- Handshakes, high-fives and fist bumps

**INAPPROPRIATE TOUCH**

Never do the following:

- Never touch a child in anger or disgust
- Never touch a child in any manner that may be construed as sexually suggestive
- Never touch a child between the bellybutton and the shin
- Never touch a child's private parts

**DISCIPLINE**

At OCC, our message to children is that they matter to God. With that in mind, we strive to teach them respect and treat them with respect. From time to time, volunteers might find themselves in the midst of a disagreement between children or a child who is acting belligerent. In these cases, take the following steps:

1. Attempt to redirect young children to another activity.
2. Talk with the child and state clearly what the problem behavior is and ask what the child could do instead next time (with children old enough to understand.)
3. If the child continues to exhibit problem behavior, the volunteer should discuss the behavior with Pastor or Mrs. O'Driscoll, Janice Woody or other regular volunteer.

I have read and agree to abide by these policies:

\_\_\_\_\_  
Required Signature of Under 18 Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Under 18 Volunteer

\_\_\_\_\_  
Required Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Street Address\*:

\_\_\_\_\_  
City, State Zip\*:

\_\_\_\_\_  
Email\*: