**Children’s Ministries & Nursery**

**Safety Procedures**

New Hope Community Church RCA – adopted 10/25/2011

Nursery Policy

* Each nursery session or children’s ministry session should be staffed by at least two people—either two adults or one adult with one helper.
* Helpers may serve in nursery or children’s ministry session only when a volunteer or staff member is present to supervise.
* A third, unrelated volunteer or helper should be present when married couples serve in the nursery or children’s ministry session.
* A volunteer or helper may not spend time in the nursery or children’s ministry room(s) when he or she is not scheduled to serve.
* A staff member or volunteer may take children out of the nursery or a children’s ministry session only for a compelling reason, such as to use the bathroom or in case of illness.
* When toddlers require bathroom assistance in a location outside the nursery or children’s ministry session, the child’s parent or family member in the congregation will be asked to assist the child.
* Staff, volunteers, or helpers should diaper infants or toddlers in the nursery room.

Nursery/Children’s Ministry Volunteer Screening Policy

A volunteer applicant should complete the required screening steps prior to beginning service. An applicant has the right to withdraw from the selection process at any time without prejudice.

* NHCC leadership will designate a committee whose task is to approve volunteers for nursery and child related programs.
* NHCC leadership reserves the right to reject a volunteer for any reason. Those reasons include but are not limited to: refusing or failing to complete screening; failing to provide requested information; providing information subsequently determined to be false or misleading; or obtaining information from references or a criminal record check which suggest the applicant is not suitable for the position.
* NHCC leadership reserves the right to establish a minimum length of time for membership or residency before an individual applies for a volunteer position.
* NHCC leadership reserves the right to reject a volunteer for any misdemeanor or felony conviction, for any plea of no contest to a felony or misdemeanor, or while the applicant is under investigation for or charged with a misdemeanor or felony.
* Information obtained through the screening process for volunteer applicants will be stored in a locked file with access limited to those individuals determined by the organization to have access.
* NHCC leadership will conduct criminal record checks every three years unless otherwise required by liability insurance carrier standards or community practice.
* A volunteer, staff member, governing board member, or member of the selection committee who learns of or has knowledge of prior acts of misconduct by the applicant must report that knowledge to the selection committee.