

St. Edward's Children and Youth Policies and Procedures

As established by the Episcopal Diocese of Central Pennsylvania, the Vestry of St. Edward's Episcopal Church, Lancaster, Pennsylvania, has adopted the following policies and procedures for all individuals, both volunteer and paid, who work with the children and youth of St. Edward's Episcopal Church. The policies and procedures will be reviewed and updated yearly by the Vestry of St. Edward's Episcopal Church.

A. Policies:

1. Volunteer leaders, advisors, and instructors of Christian education and/or youth group activities must have on file with the St. Edward's Church Parish Office a Pennsylvania Criminal History Record, a Pennsylvania Child Abuse History Clearance, a Diocesan Affidavit of Residency, and SGC training certificate of completion. Youth Group Leaders are defined as, but not limited to, leaders of the Junior and Senior High Youth Groups of St. Edward's Episcopal Church.

2. The Nursery Attendant must have on file with the St. Edward's Church Parish Office, a Pennsylvania Criminal History Record, Pennsylvania Child Abuse History Clearance, a Diocesan Affidavit, FBI Fingerprint, SGC training certificate of completion. The Nursery Attendant is defined as the individual employed by St. Edward's Episcopal Church, to perform the duties of Nursery Attendant.

B. Procedures:

1. Any individual, who in the course of his or her duties, must take a child or children to the bathroom, must remain at the door to the bathroom with the door remaining open at all times. At no time, will the individual enter the bathroom, unless accompanied by another adult.

2. If possible, there should be at least two adults in any area, area is defined as any room or space if outdoors, where children and youth may be located. Any activities that are attended by the children and youth of St. Edward's must have at least two adult supervisors.

3. At no time will the children and youth of St. Edward's be left unattended, while at any activity sponsored by St. Edward's Episcopal Church, regardless of the location of the activity.

4. At the conclusion of any activity sponsored by St. Edward's Episcopal Church, the supervisors will make sure all children and youth have been picked up by their parents or a person designated by the children's parents. The activity is not over until all children and youth have been returned to their parents.

5. Any activity requiring the transportation of children and youth, requires the children and youth's parents to complete a permission slip which the supervisors of the activity must have to allow the individual to participate in the activity.