

Volunteer Guidelines for Children/Youth Programs

Project Name: _____

Project Coordinator/s: _____

Contact Information: _____

Welcome volunteers!

Thanks for offering your time and talents in service to our children and youth.
***Our most important role, as volunteers, is to insure (to the best of our ability)
the safety and well-being of the children, teens, and vulnerable adults
who are present today.***

Cowan Fellowship Church offers these guidelines to help insure the safety of each participant.

- Volunteers are asked to review the volunteer guidelines and sign in for each event.
- Procedures for “Sign-in and Sign-out” and transportation home: All children and youth will sign themselves in. Only a parent, legal guardian (or other person as designated by the parent/legal guardian) may pick a child up and sign him or her out of this event. Children/youth, aged 10 and older, with signed parent permission to walk home may sign themselves out. Youth (grades 7-12) may sign themselves out.
- At least two unrelated adults must be present in the room where children’s events, classes, etc. are occurring. Any one-to-one mentoring or consulting shall be conducted within line of sight of another adult.
- No worker under the age of 18 will have sole responsibility, nor be alone with any child or youth without oversight.
- In the event of an injury or other notable incident, notify the project director or his/her designee. The first aid kit and telephone are located in the kitchen to the left of the sink. (The project coordinator will document the incident on the Incident Reporting Form included in the CFC Policy Notebook and will file the report with the pastor).
- A notebook with information related to the Safe Sanctuary policy will be accessible to volunteers (in the kitchen to the left of the sink).

Thank You! Be Blessed!