



EM VOLUNTEER SAFETY TRAINING

WORKING WITH CHILDREN & YOUTH

Welcome and thank you for serving our children and youth ministry! This document outlines our core safety policies. All volunteers are required to review and acknowledge these guidelines before working with minors.

1. SAFE TOUCH & HEALTHY BOUNDARIES

Maintaining clear physical and emotional boundaries protects both children and volunteers. The following guidelines are non-negotiable for all who serve.

Appropriate Touch

- Side hugs, high-fives, or pats on the shoulder (when welcomed by the child)
- Comforting a distressed child in an open, visible setting
- Age-appropriate assistance (helping a young child with a craft or activity)
- Always follow the child's lead, never force physical contact

Inappropriate Touch — Never Permitted

- Kissing, prolonged hugging, or sitting a child on your lap
- Any touch that a child finds unwelcome or that makes them visibly uncomfortable
- Private messaging or unsupervised one-on-one contact
- Any contact with private areas of the body, for any reason

When in doubt, ask yourself: Would I be comfortable if the child's parents and my supervisor could see exactly what I am doing right now? If not, stop.

2. TWO-ADULT RULE & SUPERVISION

Experience Mission requires at least two unrelated, approved adults to be present whenever volunteers are with children. This policy protects both children and volunteers.

Core Requirements

- Two adults must be present at all times in every children's or youth space.
- One adult must never be left alone with a child or group of children, even briefly.
- Restroom supervision: send children in groups; an adult waits outside and does not enter.
- If your co-volunteer must leave, pause the activity and wait for a replacement before continuing.
- All volunteers over the age of 18 must have a current, approved background check on file.

Off-Site Activities & Transportation

- Written parental permission is required for all off-site events.
- Two-adult rule applies in vehicles: never transport a child alone.
- Seat belts must be worn at all times; follow all traffic laws.
- Notify ministry leadership of any transportation arrangements in advance.

(cont.)

3. EMERGENCY SCENARIOS

Medical Emergency

- Call 911 immediately for any life-threatening situation.
 - Contact the child's parent/guardian using the emergency contact card.
 - Notify EM's Outreach Coordinator right away.
 - Do not leave the child unattended; stay calm and reassuring.
 - First-aid kits are located:
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Missing Child

- Immediately alert all available adults and ministry leadership.
- Do not allow any other children to leave until the situation is resolved.
- Conduct a swift, systematic search of the building.
- If not found within 5 minutes, call 911 and notify parents.
- Secure all building exits as soon as possible.

Fire or Building Emergency

- Activate the nearest fire alarm and call 911.
 - Calmly escort children to the nearest exit — *do not use elevators*.
 - Assembly point:
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- Take attendance and report any missing children to emergency personnel.
 - Do not re-enter the building until cleared by fire/emergency officials.

Disruptive Behavior or Conflict

- Remain calm; never physically restrain a child except to prevent immediate injury to self or others.
- Remove other children from the immediate area if needed.
- Summon another adult or ministry leader for support.
- Document the incident and notify parents and leadership the same day.

4. SOCIAL MEDIA & DIGITAL SAFETY

Digital communication carries the same risks as in-person interaction. These boundaries apply to all online and digital contact between volunteers and minors.

Communication Guidelines

- Never privately message a child or teenager on any platform (text, social media, gaming apps, etc.).
- Do not share your personal cell phone number, email, or social accounts with minors.

Photography & Media

- Only volunteers designated by ministry leadership may photograph or record children.
- Never post images of children on personal social media accounts.
- Always obtain written parental permission before using a child's image in any church publication or post.
- Do not tag children or families in photos without explicit consent.

VOLUNTEER ACKNOWLEDGEMENT

I have read and understand the safety policies in this training document. I agree to follow all guidelines and to immediately report any concerns or violations to ministry leadership.

Printed Name _____

Signature _____ Date _____