

# FIRST UNITED METHODIST CHURCH

(Approved by Church Council on October 3, 2006)

## CHILD & YOUTH SAFETY POLICIES AND PROCEDURES

### SUPERVISION POLICY

**PURPOSE:** This document outlines policies pertaining to the supervision of children and youth while on the premises of First United Methodist Church, Midlothian (FUMC).

**GOAL:** To ensure the safety of our children and youth while on the premises of FUMC.

#### **Supervision of Children and Youth on FUMC Premises**

1. Description of FUMC premises:  
Main building (all rooms and Sanctuary), Family Life Center (all rooms and gymnasium), playground, parking lots, and adjoining lots.
2. Children and youth are allowed on the FUMC premises to engage in activities led and supervised by adults who are at least 21 years of age\*. (This policy applies to youth age 17 and younger.)
3. Children or youth not engaged in supervised activities should not linger on the premises without a parent or designated adult.
4. Supervising adults must be present in the room with children where activities are taking place.
5. Examples of supervised activities as of the most recent revision date of this policy, include, but are not exclusive to the following:

Sunday School

Children's Bible Club

Youth Fellowship, Bible Study and Mission activities

Bounders Fellowship and Mission activities

Confirmation Classes

Children's & Youth Choirs, Hand Bells and other Music Programs

Drama Club

Mothers' Day Out Program

Vacation Bible School

Girl Scout Meetings

Cub Scout and Boy Scout Meetings

Other community programs as approved

Arranged meetings with church staff

Music lessons at CoolRose School of Music

\* See age requirements, #6 below.

## Child & Youth Supervision Policy Continued

6. Age requirements of supervisors: Adult supervisors must be 21 years of age or older. Adults age 18 may assist with supervision if an adult 21 years of age is also present. Youth or children under 18 may be activity helpers if directly supervised by an adult. Youth supervisors should be at least five years older than those they are supervising. In other words, an adult at least 22 years old should supervise youth 17 years old.
7. Parent responsibilities: Parents are expected to ensure adult supervisors are present prior to checking in children at scheduled activities, or allowing youth to report to scheduled activities. Parents should know the start and end time of activities.
8. Supervisor responsibilities: Adult supervisors must be present in the same room as the children or youth. Supervisors are strongly encouraged to arrange for two adults or more to supervise all children's and youth activities. Supervisors should conduct children's and youth activities in rooms with windows in the doors, or if not available, leave the door ajar for easy inspection by parents. Supervisors should ensure that the view into windows from outside is unobstructed. Supervisors must ensure that all children or youth have been picked up before leaving. It is wise to have two adults stay until all children or youth have been picked up. Supervisors should have in their possession the parent names and contact telephone numbers of the children or youth under their supervision.
9. Staff responsibilities: Staff will provide a copy of this policy to anyone leading a program or scheduling the use of facilities for any activity where children or youth may be present. Staff should ensure that program leaders have scheduled adult supervision for children and youth activities. Staff will make arrangements for approved childcare if needed for a church event. Approved childcare workers may also be hired if needed for outside groups at the expense of the outside organization. Staff should ensure that start and end times of church activities are well communicated to parents. In the event children or youth are present on the premises without supervision, staff will call parents and ask that child or youth be picked up immediately. If staff cannot contact parents, law enforcement may be called to take custody of the child or youth until parents can be reached. FUMC is not responsible for children or youths that leave the premises without parent or adult supervision.