

Policies and Procedures

Allergies

Be aware of the allergies of your students—especially peanut allergies. During group times, if you're giving out food, double check with students to make sure they aren't allergic to anything you're giving.

Confidentiality

In order to create a safe place, group members need to know that what is said in group stays in group. So it's important to create an expectation that group conversations are not shared as part of gossip or outside conversation. NOTE: This is an expectation but not a rule. There are some situations where information cannot be kept confidential.

Discipline

If you have a student who is not following the guidelines that have been put in place, try redirecting the behavior and/or have a conversation after group. If that doesn't work, contact Allie so that she can handle the situation with you.

Dismissal

After a student arrives, they must remain with us until the time of dismissal unless we have parent approval for them to leave.

Fire Evacuation Plan

In case of fire, exit through the back doors if you're in the Cafe, exit through the front doors if you are in the Main Room, exit through the side door of the Elementary Room if you are on the East side of the kids hallway (Elementary or Preteen Room), exit through the side office door if you are in the Band Room.

Fun for Everyone

It's important that our environments are a safe place for every kid. That's why, while we prioritize fun, we never compromise safety for the sake of a good laugh. In our space, you can joke about sports. You can joke about music. You can joke about school. But we do not make jokes at the expense of others—whether we think they're in the room or not. That means no jokes related to race, ethnicity, ability, economic status, sexuality, gender, or family situation will ever be okay. Fun is best when it is fun for everyone.

Hang Outs outside of Church

For one-on-one hang outs, it must be at a public location with a student of the same gender. If you are having a hang out in a private location, there must be at least two leaders and more than one student.

Mandatory Reporting Policy

If you suspect any of the three hurts, contact Allie. That is if someone is being hurt, someone is hurting themselves, or someone is hurting others.

One-On-One Time with Students at Church

While it can be helpful for students to speak with leaders in confidence, there is never a good reason for volunteers and students to be totally alone together. Encourage meetings in public spaces, visible to others and/or in the presence of other adults.

Permission for Hang Outs

For middle school students, clear the plans with their parents before asking them. For high school students, inform the parents before the hang out.

Sickness Policy

If a student had a fever within the last 24 hours, they cannot be allowed in the environments. The same is true for you.

Small Group Materials

You can find all your content on our website by going to communitychurch.net/studentsteam Password: students