

CHILD PROTECTION POLICY

Children and youth are protected by North Carolina Law Enforcement Offices and the Department of Social Services of Buncombe County. Any person who becomes aware of physical, sexual, or substance abuse of children must report it immediately to:

Sheriff's Office: #255-5000, #255-5555

Dept. of Social Services Children's Protection Services, #250-5900

In an emergency call # 911

WARREN WILSON CHURCH AND COLLEGE CHAPEL PROTECTS CHILDREN.

Through reasonable management the WWPCCC will endeavor to prevent any form of harassment and abuse of children and youth who participate in programs led by the church staff, church members, paid employees, or volunteers.

Sexual advances, harassment, request for sexual favors, unbecoming verbal or physical contact is prohibited. Sexually explicit materials in print or on the internet will not be used on property used by the church.

(See Sexual Harassment Policy of Warren Wilson Presbyterian Church and College Chapel)

PROTECTION PROCEDURES

All volunteers and employees who work with a church program serving children must have training in this area and, for their own protection, have a background check.

Warren Wilson College students employed to work in programs involving children will be recommended by the Dean of Work or the Assistant Dean of Work of the College. This recommendation will be in writing and will verify that a background check of such students has been made. The check will cover academic performance, work history, and student life record. Warren Wilson College students are also accountable for Warren Wilson College regulations as spelled out in the College Student Handbook.

For employment process see *Warren Wilson Presbyterian Church and College Chapel Personnel Policy*.

RECORDS

Completed personnel records are kept on file at the church. Access to this file is limited to the Minister and the Chairman of the Personnel Committee. Each employee may have access to his/her own file.

These records will include all written material concerning the employee's recommendations, background checks, consent forms, and orientation.

See Warren Wilson Presbyterian Church and College Chapel Personnel Policy.

REGULATIONS FOR CHURCH PROGRAMS FOR CHILDREN

1. There will be at least two employees or volunteers present for activities both inside and out of doors.
2. Both workers should be present when changing diapers.
Only female workers will toilet or change a diaper.
3. There will be windows in all the rooms to allow people to view classrooms.
4. A married couple who have not have training or background checks will not be allowed to be the only workers in the room or at an event sponsored by the church. Another adult must be present.
5. Suggested ratio of adults to children:
 - Infant group: 2 to 4
 - Toddler group: 2 to 6
 - Youth group: 2 to 12