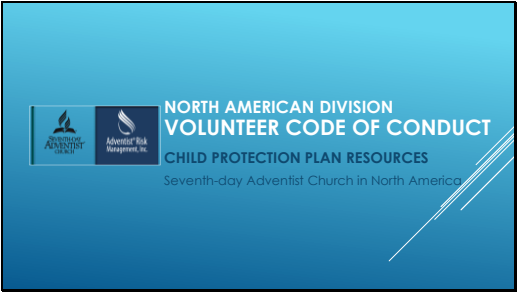


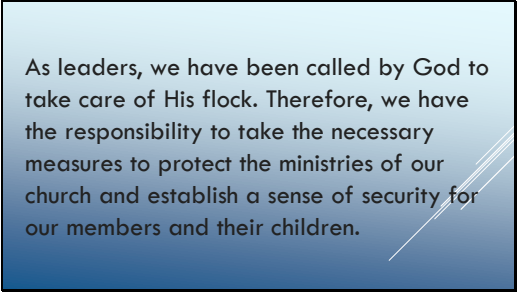
North American Division Volunteer Code of Conduct Training

PRESENTER'S NOTES

Slide 1



Slide 2



Slide 3

POLICIES AND PROCEDURES FOR CHILDREN AND YOUTH MINISTRIES

NAD - FB 20 Child Protection and Volunteer Screening Policies

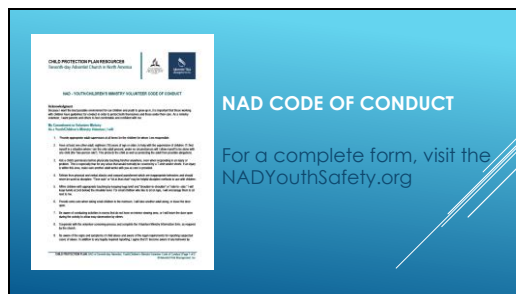
▶ 2. Volunteer Selection and Management

c. Orientation and Training of Volunteers

- i. Provide all volunteers with an understanding of the ministry's mission and the expectation the church has for its accomplishment in safe and abuse-free manner
- ii. Explain and provide in writing the expectations, code of conduct, and rules to be followed by volunteers in relation to supervision and interaction with children and youth...

Introduce to your church volunteers the NAD Work Policy – FB20 Child Protection and Volunteer Screening Policies. For a complete document visit the NADYouthSafety.org – the VOLUNTEER section - at <http://adventistyouthministries.org/safety-resources/volunteers>. In this slide you will find the specific item related to the responsibility of the church to provide volunteers training on the code of conduct.

Slide 4



The slide features a blue background with a white document thumbnail on the left. The thumbnail is titled 'CHILD PROTECTION PLAN/PROCEDURE' and 'NAD - YOUTH/CHILDREN'S SAFETY VOLUNTEER CODE OF CONDUCT'. To the right of the thumbnail, the text reads 'NAD CODE OF CONDUCT' and 'For a complete form, visit the NADYouthSafety.org'.

Slide 5

ACKNOWLEDGMENT

▶ Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, I want parents and others to feel comfortable and confident with me.

Invite volunteers in training to find the NADYouthSafety.org link at <http://adventistyouthministries.org/safety-resources/volunteers>. Follow the trainer's notes as you explain each item of the document. This code of conduct is provided for the child's safety and the volunteer's as well.

Slide 6

MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

1. Provide appropriate adult supervision at all times for the children for whom I am responsible.

- Children must be under adult supervision at all times.

For more information and aid material, share with your volunteers in training the NADYouthSafety.org – Child Protection & Supervision section <http://adventistyouthministries.org/safety-resources/protection-supervision>

Slide 7

CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.

2. It is important that volunteers and leaders follow the "two-person rule"

For more information and aid material, share with your volunteers in training the NADYouthSafety.org – Child Protection & Supervision section <http://adventistyouthministries.org/safety-resources/protection-supervision>

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

3. Ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. If an injury is within this area, make sure another adult works with you as care is provided.

For more aid material to assist your presentation in item #3, you may provide a copy of the form "Appropriate Touch and Discipline" found at the NADYouthSafety.org – in the Child Protection & Supervision section

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.

For more aid material to assist your presentation in item #4, you may provide a copy of the form "Appropriate Touch and Discipline" found at the NADYouthSafety.org – in the Child Protection & Supervision section

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." I will keep hands at (not below) the shoulder level. For small children who like to sit on laps, I will encourage them to sit next to me.

For more aid material to assist your presentation in item #5, you may provide a copy of the form "Appropriate Touch and Discipline" found at the NADYouthSafety.org – in the Child Protection & Supervision section

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.

It is imperative that leaders and volunteers do not take minors alone to the restroom. If there are only two adults with a group of children, take the whole group with you. This way you will have another adult with you to assist you. Do not allow teenagers, or another minor take children to the restroom unless they are from the same family.

CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.

NAD Work Policy - FB 20 Child Protection and Volunteer Screening Policies

Policies and Procedures for Children and Youth Ministries

- Objectives

d. "All volunteers referenced in this section include all adults, over the age of 18, involved in any capacity in children and youth ministries and activities, and all church ministry leaders and officers voted or appointed by the local church consistent with the SDA Church Manual; volunteers voted or appointed by the conference, union, or the North American Division and its affiliates, as well as all registered volunteers either from within or outside the North American Division voted or appointed to serve in the territory."

2. Volunteer Selection and Management

a. Selection and Screening of Volunteers

vi. All volunteer leaders, regardless of their previous experience, shall submit to the screening procedure provided by the church. The volunteer screening procedure should be updated for each individual **every three (3) years**.

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by another individual which seems abusive or inappropriate towards children I am supervising, I will report that behavior to the church pastor, elder, or directly to the Conference Administration or Risk Management Director.

For further training on item #9, visit the NADYouthSafety.org – in the Abuse Prevention section / Power Point Presentations: “Child Protection Plan”, “Identifying Child Abuse”, “Responding Suspected Child Abuse”.

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.

For further trainings visit the NADYouthSafety.org – in the Abuse Prevention section / Power Point Presentations: “Child Protection Plan”, “Identifying Child Abuse”, “Responding Suspected Child Abuse”.

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CONT...
MY COMMITMENT TO VOLUNTEER MINISTRY AS A YOUTH/CHILDREN'S MINISTRY VOLUNTEER, I WILL:

11. Participate in orientation and training programs conducted by the church.
12. Uphold the standards of the Seventh-day Adventist Church.

For further trainings visit the NADYouthSafety.org – in the Abuse Prevention section / Power Point Presentations: “Child Protection Plan”, “Identifying Child Abuse”, “Responding Suspected Child Abuse”.