

GENERAL RULES OF BEHAVIOR

- ✦ **Two Adult Rule:** Whenever practicable, a minimum of two unrelated, screened adults shall be present during any church sponsored program, event or ministry involving children or youth. In the event of an unforeseen circumstance where there is only 1 adult in a classroom, the door to the room *must* remain open. If the sponsored program is the only activity happening in the church then the two adult rule must be strictly adhered to.
- ✦ **Open-door-policy:** All classrooms have a viewing window that will remain free of covering. If it is necessary to use a space that does not meet this requirement, two non-related adults will be present at all times.
- ✦ **5 Years Older Rule:** Whenever practicable, all screened adults should be at least 5 years older than the oldest child or youth being supervised.
- ✦ **18 Years or Older:** No one under the ages of 18 will have supervisory responsibilities with children of any age; however, trained youth ages 6th grade and up, may assist screened adults in caring for children. (They do not count as a second adult however, as they are not in a supervisory capacity.)
- ✦ **Restroom Policies:** In situations where an escort is needed for a trip to the restroom, a screened adult will stand outside the restroom and only assist the child if needed. Whenever a screened adult is in the restroom with a child the door will remain open. The screened adult shall never be in a closed door situation with a child. If a child soils themselves while in the care of a HUMC staff or screened adult, two unrelated, screened adults will be present while cleaning up the child.
- ✦ **Discipline:** Corporal punishment, of any kind, is not allowed. Screened adults are asked to redirect a child if they should display inappropriate behavior or the parent will be contacted for assistance.
- ✦ **Injury Reporting:** In cases where a child is injured, no matter how minor the injury might be, the person in charge should complete a HUMC Accident Report Form. This form should be signed by both the person in charge at the time of the incident and the parent of the child who was injured. A copy of this report should be given to the parent for their records and HUMC will keep the original on file.
 - If a child is injured and bleeding,
 - Use rubber gloves when checking the wound to avoid the spread of germs.
 - In the event that the wound needs more than a Band-Aid, the person in charge of the event will be alerted and they will be responsible from that point.
 - If a child vomits
 - Remove everyone from the scene as soon as possible.
 - Notify the event coordinator will in turn will notify the parents.
 - The event coordinator will be responsible for the clean-up procedure.

*These policies cover all children and youth activities while on the premises of Huntersville UMC.