**Church Policy on Access to Children for Staff and Volunteers**

**Policy Name:** Screening and Training Access Policy  
**Effective Date:** [Insert Date]  
**Purpose:** To prioritize the safety and protection of children, this policy prohibits access to children for all staff members and volunteers until screening and training requirements have been fully completed.

**Scope**

This policy applies to all staff members, volunteers, and individuals in roles that involve direct or indirect interaction with children or youth.

**Policy Statement**

1. **Prohibition of Access:**
   * No staff member or volunteer is permitted to have access to children or participate in child-related programs or activities until all required screening and training processes are completed and verified by church leadership.
2. **Screening Requirements:**
   * Comprehensive background checks, including criminal history, e-Verify, and sex offender registry checks, must be successfully completed before access is granted.
3. **Training Requirements:**
   * Mandatory training on child safety, abuse prevention, and the church’s child protection policies must be completed within 14 days of onboarding for new hires and volunteers.
   * Training must be documented, and proof of completion retained by the church.
4. **Temporary Restrictions:**
   * Staff members or volunteers awaiting the completion of screening or training may assist in non-child-facing roles under direct supervision but cannot participate in any capacity that involves unsupervised access to children.

**Responsibility and Enforcement**

1. **Verification:**
   * The church’s designated **Child Protection Coordinator** is responsible for verifying that all screening and training requirements are met before granting access to children.
2. **Accountability:**
   * Any individual found in violation of this policy will be immediately removed from child-facing roles until compliance is achieved.
3. **Oversight:**
   * Church leadership will conduct regular audits to ensure adherence to this policy.

**Compliance and Monitoring**

* This policy will be reviewed annually and updated as necessary to reflect best practices and legal requirements.
* Non-compliance may result in disciplinary action, including suspension or termination of duties.

|  |  |
| --- | --- |
| **Approved By:** | **Contact for Questions or Concerns:** [Name/Position] |
| [Leadership Name/Position] | [Phone Number] |
| **[Date of Approval]** | [Email Address] |
|  |  |

|  |
| --- |
| I acknowledge that I have read and comprehended this document. |
|  |
| Staff / Volunteer Printed Name |
|  |
| Staff/Volunteer Signature |

If you have any questions, comments or concerns, please contact Sonni Wilson [sonni@ppekids.org](mailto:sonni@ppekids.org) .

I can help you with every aspect of implementing this and any other policy. I can even customize these policies to better suit your needs.