

## APPENDIX 2: UNDERAGED WORKER INFORMATION AND DECLARATION PACKAGE

### INTRODUCTION

At Trinity we have a formal plan that we use to make sure we are always providing a safe place for everyone younger than 18. We also think it is important to give people under 18 chances to use their amazing abilities and ideas to serve Jesus at Church, so we are excited to have you volunteer to help our adult leaders. As part of our formal plan, the adult leaders will always be there to supervise and support you when you volunteer, as well as all the kids participating in the program or event.

### THINGS YOU NEED TO KNOW

#### To start volunteering as an Underaged Worker:

- You must be at least 12 years old.
- To volunteer in the nursery you must have completed a recognized babysitting course.
- You must have been consistently attending a program or event at Trinity for at least 6 months.
- You must fill in your information on the last page.
- You must read this whole package and then sign the last page.
- Your parent/guardian must read this whole package and then sign the last page.
- You must get 2 unrelated adults to sign the last page saying they recommend you as a volunteer.
- You must give the signed page to a leader and we will keep it in a file.
- You must wait to start volunteering until you have been told by the church that you are ready.
- You will always work with the adult leaders and not on your own with kids.
- The adult leaders will always explain what your job is at a program or event.

#### Important Information about the Church's Formal Plan:

- Every program or event must have at least 2 adult leaders that are approved within the plan. If not, it will be cancelled.
- If a classroom door does not have a window, the door must always stay open.
- Every program, event, and classroom has a limit to the number of children that each adult can supervise and it is based on the age of the children at the program. You are not supervising children, the adult leaders are, but it is helpful for you to know the limits:

Age Targeted by the Program, Event, or Class	Base Ratio	Increased Ratio with or more Underaged Workers that is at least 4 grades older than the oldest target age
Under Age 2	1:3	1:5
Age 2 to Senior Kindergarten	1:5	1:8
Grades 1 to 5	1:10	1:12
Grades 6 to 8	1:7	Not Applicable
Grades 9 to 12	1:10	Not Applicable

- If a child tells you that he or she has been harmed by a caregiver, you must tell an adult leader.
- If you see a child get hurt, you must tell an adult leader. It doesn't matter if it is by accident or on purpose (even if the child was hurt by someone from the church).
- If for any reason you think a child is unsafe, talk to an adult leader about it.

## UNDERSTANDING YOUR ROLE AS AN UNDERAGED WORKER

### **Examples of things you can do:**

- Set a good example
- Pray for kids
- Help kids stay involved with what the group is doing
- Remind kids to listen
- Help with crafts
- Help with recreational events in open spaces
- Reading to kids
- Help set up before a program or event
- Help clean up after a program or event
- Share your ideas
- Help explain games, crafts, or activities

### **Examples of things you cannot do:**

- Be in a room with kids where there are no adults
- Discipline kids
- Make decisions about the health of a child
- Register kids
- Dismiss kids
- Take someone to the bathroom
- Change a diaper
- Drive a child
- Contact a child through social media on behalf of the church
- Take pictures or videos of children

### **Examples of Appropriate displays of affection:**

- Holding a younger minor that is crying
- Talking to a child at eye level
- Briefly holding a child's hands when speaking, listening, or walking with him or her
- Gently holding a child's shoulder or hand to keep his or her attention
- Putting your arm around a child's shoulder to comforting them
- Patting minors on the head, hand, shoulder or back to affirm them

### **Examples of Inappropriate displays of affection:**

- Kissing or coax a child to kiss you
- Extended hugging
- Tickling
- Holding a child's face while talking to him or her
- Touching a child in any area that would be covered by a bathing suit
- Carrying older children and allowing them to sit on your lap (this includes piggy-back rides)
- Any prolonged physical contact with a child

## DECLARATION OF INTEREST TO VOLUNTEER

### YOUR INFORMATION

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Date of Birth

\_\_\_\_\_  
Your Parent or Guardian's Name

\_\_\_\_\_  
Phone Number for Parent or Guardian

### OTHER ADULT RECOMMENDATIONS FOR YOU TO VOLUNTEER

Unrelated Adult Recommendation #1	Unrelated Adult Recommendation #2
Name:	Name:
Phone#	Phone#
How do you know the volunteer and for how long?	How do you know the volunteer and for how long?
Signature:	Signature:

### SIGNATURES

☐ I have read the information provided and I understand it. I agree that as an underaged worker I will follow the guidelines given. I recognize that I must listen to the adult leaders and I am under the authority of the Church.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date