

IPC Student Ministry Guidebook and Procedures: Executive Summary

Volunteer Requirements All volunteers regularly pass a criminal & sex offender background checks, and meet requirements in the Session approved IPC Child Protection Policy (CPP).

Interacting with Students

1. Public Meetings:
 - a. Leaders should meet in public places with students. When meeting with students at the church, leaders are trained to follow safe procedures.
 - b. Volunteers will never meet alone with, in a private or public space, a student of the opposite sex. If a staff person meets with a student of the opposite sex, it will be in a public space with permission from parents.
2. Car rides & Transportation:
 - a. When a student receives a car ride from a leader & they are alone together in a car, a text chain will begin with the parent of the student & another staff person informing all when they enter a private space (i.e. a car), & when they arrive at a public space, & so on.
 - b. Leaders who drive students are trained to follow safe driving practices.
3. Communication with Students:
 - a. Leaders are trained on appropriate/inappropriate communication with students.
 - b. Leaders are trained to never promise “confidentiality” to a student. If a student mentions they have been abused in any way or they are thinking of hurting themselves, the PSM will follow mandatory-reporter protocols found in the CPP.
4. Discipline:
 - a. No form of physical/verbal abuse will be used to punish students by leaders.
 - b. If a serious incident requires discipline, the PSM will handle the situation, together with the parents of the student.
 - c. If a leader witnesses a student participating in any illegal or sexual activity, it will be brought to the attention of the PSM, who will then address the issue with the students & inform the parents of all students involved.
5. Physical Contact:
 - a. Leaders are trained on appropriate/inappropriate physical contact with students. Leaders are to report any inappropriate behavior to the PSM.

Programs, Special Events, Overnight Trips

1. A healthy ratio of leaders-to-students is followed for all activities and trips..
2. 1 male & 1 female leader will wait together until all students leave all activities.
3. Leaders are trained on appropriate/inappropriate behavior on overnight trips.

Alcohol and Drugs Leaders agree to never drink before or during any youth activities. Leaders agree to not be under the influence of any drug before, during, or after any activity.

Self Reporting Leaders who violate Guidelines & Procedures agree to self-report to the PSM.