

CPC VOYAGERS SAFEGUARDING POLICY

1. Purpose

- I. The purpose of CPC's Voyager Safeguarding policy is to provide a safe environment for our volunteers and students as we seek to grow together in enjoying God and seeking the eternal good of others.

2. Screening

All Voyager volunteers and staff members are to be screened. This screening includes:

- I. Completing the New or Returning Volunteer Questionnaire (For volunteers)
- II. A background check
- III. Completing the Illinois Mandated Reporter Training
 - A. When completed, it must be sent to gail.mudra@cpcwheaton.com.
 - B. The volunteer must read the acknowledgement of mandated reporter status document (don't fill it out) and **complete** this form verifying your status as a mandated reporter.

3. Policy Training

- I. Each volunteer and staff member must read and affirm this policy statement each ministry year.
- II. This policy statement will also be posted on the church website.

4. Staffing and Supervision

- I. All scheduled ministry time must follow the rule of two. Two adults must be present in all official Voyager settings.
- II. In addition Voyager events may not exceed these staffing ratios:
 - A. Middle School - 1:10
 - B. High School - 1:12

5. Healthy Boundaries

- I. All interactions between volunteers (or staff members) and students must be observable and interruptible.
 - A. Individual meetings between a volunteer (or staff member) and a student should never be in an unobservable or uninterruptible location.

- B. Individual meetings with Middle School students require the consent of the parents.
 - C. Picking up a student in a car for an individual meeting requires the consent of the student's parent and a volunteer (or staff member) should never be alone in the car with a member of the opposite gender.
- II. Any displays of physical affection between volunteers (or staff members) and students must be appropriate and respectful.
- III. Messaging (texting, emailing, social media, etc.) communication between volunteers or staff members and students must be casual and brief.
 - A. Any messaging communication between a volunteer or staff member with a student of the opposite sex requires at least one additional volunteer or staff person included in the messaging.

6. Off-Site and Overnight Events

- I. Participation in off-site Voyager events require:
 - A. Written and Medical Release form
- II. The ratio for overnight Voyager events is 1:5 (which is different than our normal ratios)
 - A. Student groups that include both males and females require at least one male and one female volunteer or staff member.
- III. Any volunteer who is driving must have completed the CPC Voyager screening process as detailed in this document under section 2 and be at least 21 years of age.
- IV. In the case of an overnight retreat, youth may only share the same sleeping place as volunteers or staff members of the same gender.