

Saint Andrew's Safe Church Procedures

At Saint Andrew's we are committed to maintaining a safe, nurturing environment for all children, youth, and adults. The following procedures are designed to ensure that Saint Andrew's is a safe place for all to worship, work and serve our Lord.

Classroom safety

Two adults, or one adult/one youth helper at least 15 years old, or one adult and one monitoring supervisor must be present at all times.

An unobstructed view through the window in the classroom door must be maintained at all times.

Unused classrooms will be kept locked.

Bathroom procedures

A volunteer will escort children 4 and over to the bathroom and stand outside the closed door. The child will not be assisted with toileting.

A parent or guardian must be present for younger children who need assistance with toileting.

In the nursery, diapering will be conducted only in the diapering area and will be performed by authorized nursery staff only.

Appropriate Interactions with Children

Lap-sitting for a child 3 years old or younger
Brief hug
Arm around shoulder
Handshakes, pats on the shoulder or back, "high-fives"
Touching face, shoulders, arms, hands
Holding hands for prayer or when a child is upset
Holding hands while walking with small children
Picking up or holding children 3 years old or younger

Inappropriate Interactions with Children

Lap-sitting for a child older than 3 years
Lengthy embraces
Tickling, wrestling, or giving piggyback rides
Massages (giving or receiving)
Touching knees, legs, bottoms, chests, or genital areas
Physical discipline
Touching or hugging from behind
Unwanted physical contact
Asking children to keep secrets

Requirements for Volunteers

Volunteers with sexual misconduct in their background are prohibited from participating in ministries that engage our children or youth. Saint Andrew's staff will check all volunteers' names against the appropriate registered offenders' lists.

All volunteers and staff must complete the Diocesan safe church training and renew their certification every five years.

Anyone volunteering for ministries with children or youth at St. Andrew's must have been an active participant at Saint Andrew's for at least one year.

All new volunteers for ministries that engage children or youth at Saint Andrew's will be required to complete an application for ministry and participate in a one-on-one interview with the Children's Ministries Coordinator or with the member of the staff responsible for the youth program.

If you have concerns about the safety of any of our children, youth, or adults please do not hesitate to contact Ruth Kearley (Children's Ministries Coordinator, family@standrews-madison.org), Mother Melesa Skoglund (associate@standrews-madison.org), or Father Andy Jones (rector@standrews-madison.org). They may also be reached at (608) 233-3249.