**GOOD NEWS CLUB POLICIES**

**VOLUNTEER POLICY**

No one is allowed to work with or teach the children in any way, without prior approval of the CEF Director and following all Volunteer and Training guidelines (meet with the director, watch the Child Protection Policy video, fill out an application, fill out the Back-Ground Check forms, sign the Statement of Faith and attend the Basic Training). This particularly includes guest speakers, music leaders, volunteers’ family members and friends. This is for the protection of the children, all the volunteers and the Good News Club (GNC) program. This is CEF International policy. Failure to follow the CEF Policy is grounds for closing the Good News Club*.*

**VISITATION POLICY**

If someone wants to visit and observe they must:

1. Obtain the CEF directors’ permission prior to visiting the GNC.
2. Sign the Visitation Sign-In sheet at the GNC.

Visitors are only allowed to visit the GNC one time.

No visitors will be sent to an GNC, from the CEF office, without CEF personnel notifying the Lead Teacher.

**PARENTAL-VISTATION POLICY**

Only parents are exempt from the Visitation Policy. However, if there is a parent/guardian that would like to observe their child’s GNC, they must sign the visitor sign-in sheet at the GNC, and only observe.

**PARENT-VOLUNTEER POLICY**

If after visiting and observing, the parent wants to become a “helper” (this is different from being a Team Member), they must at the very least meet with the director, get a Back-Ground Check, watch the Child Protection Policy Video and sign the statement of faith. If they want to become a “team member” then they must attend the Basic Training. As a “helper” they can fulfill the duties as a helper on the Personnel sheet.

**FIVE-SEVEN TEAM MEMBERS POLICY**

There must always be at least five-seven “team members” at every GNC. A parent helper does not count as a team member. If there is less than five, at an on-going GNC, CEF has the right to close the GNC.

**NICKNAMES/NAMETAGS/BADGES**

We recommend having permanent nametags for students to enable you to call the student by their proper name. It is important to use their given name, rather than nicknames, to avoid any misunderstanding between students and leadership. Not all nicknames are welcome, and some denote a more familial relationship than is appropriate in a ministry setting.

There are many names that adults use for children: honey, sweetie, cutie, mija, mijo, mama, mami, papa, pops, etc. that we may use culturally but that are not appropriate in a ministry setting.

Also, regarding leadership, we need to maintain a respectful environment with appropriate boundaries in our work with the children. Just as it is always best to use a child’s proper name, it is also best for children to refer to adults as Mr./Mrs./Miss and the first or last name of the adults. CEF badges will be distributed to each team member and must be worn at all times.

**BATHROOM POLICY**

Children must be always accompanied to the restroom.

If child needs to use restroom during GNC…LET THEM! However, to avoid a large group of children also suddenly needing to use the restroom, do not announce taking the child to the restroom, rather ask the child to meet you at the back of the room quietly, and then ask another volunteer and/or child (if no volunteer is available) to accompany you and the child to the restroom.

* Always have a group of 3 when taking a child to the restroom (i.e.: 2 adults/1 child or 1 adult/2 children – preferably 2 adults/1 child).
* Adults/Volunteers should not enter restroom with children.
* Adults/Volunteers must NOT ever use children’s restrooms! Only use teacher’s restrooms.
* If child needs assistance (i.e.: buckling a belt or button), ask them to come outside for assistance.
* Only team members, who have attended the BASIC training, are allowed to take children to the restroom.

**PHYSICAL CONTACT POLICY**

To maintain a safe environment for both students and volunteers, we have a very strict policy regarding displays of affection shared with our students.

High Fives, Handshakes, Fist Bumps and Shoulder Pats are the only approved ways of sharing appropriate physical contact, in a public setting, to show support and encouragement.

We do not permit frontal hugs or children sitting on laps. If a child tries to hug you, bend down and only touch shoulders if possible. If they want to sit on your lap, encourage them to sit next to you on their own chair, no leaning. Never initiate touch. Side hugs are permissible but not encouraged. Please keep in mind that many of our students have had negative experiences in the past and that they may have sensitivities in this area.

Also, never underestimate the power of verbal praise and encouragement.

**SOCIAL MEDIA**

We must be mindful of the effects of social media on children and families within our GNC community, particularly in relation to privacy and confidentiality.

Social networking sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Blogs and YouTube.

CEF Mid-Cities has a Facebook and Instagram page representing the ministry. Please do not start any other Facebook pages for individual GNC’s or ministry events.

Never post a child’s first or last name or any identifying information. The Children’s Online Privacy Protection Act (COPPA) and the Family Educational Right to Privacy Act (FERPA) gives parents control over what information websites can collect, or publish, from their kids.

A child should not be identifiable from the photo. Photographing the teaching team is up to each team. If everyone is okay with their photos being posted than it is allowable.

Parents and visitors should not take photos of the GNC.

Do not “friend” any students involved in GNC. Also, do not connect with students via email or text. Our students are minors, and all communication must go through their parents or guardians.

**DRESS CODE**

2 Corinthians 6:3 “We put no obstacle in anyone's way, so that no fault may be found with our ministry…” 1 Corinthians 8:9 “But take care that this right of yours does not somehow become a stumbling block to the weak.”

Children and adults are watching to see how we conduct ourselves. The way we dress communicates a certain seriousness of what we are called to do – reach children with the gospel. We are also an example to the children in our Good News Club and want our dress to help them focus on God and not ourselves.

Preferred Good News Club attire:

 Good News Club shirt, nice pants, shorts, or capris, closed toe shoes.

Guys:

 No saggy pants or underwear showing

 No tank tops

 No questionable t-shirt art or logos

Ladies:

 No bra straps or cleavage showing

 No tight clothing

Everyone:

 No noisy jewelry, chains or spikes of any kind, no bandanas, etc.

 No short shorts

 No “excessively torn” clothes even if that is how they are designed

 Nothing resembling gang wear

 No team logo shirts or jerseys

 No political sayings or logos

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**ATTENDANCE POLICIES**

**ATTENDANCE SHEETS**

A new Attendance Sheet must be filled out at every GNC. The Attendance Sheet must be kept on file at the GNC and turned in to the CEF Office at the end of the GNC season.

In the event that the GNC is moved to any other location, the Attendance Sheet must be taken with the children.

**ABSENCE POLICY**

If a child is absent from GNC, the parents should be called to inform them that the child did not attend GNC that day. *If you are meeting in-person at a park or church, you do not need to do this.*

**STUDENT SIGN IN**

Every child must be signed in and accounted for each time you meet. This will be done by one of the GNC Team members. When all children have been signed in it is important to do a head count to confirm the number of children match the count on the Attendance Sheet.

**STUDENT SIGN OUT**

Every Attendance Sheet will have a column for the parent/guardian to sign. In the beginning parents/guardians will need to show ID until the team becomes familiar with who is picking up the child.

**VOLUNTEER SIGN IN**

The new Attendance Sheets will have a location for the GNC Team to sign in each week. It is necessary to have a log of who was at each GNC each week and the time each person signed in.

**VISITORS SIGN IN**

The new Attendance Sheets will have a location for any visitors to sign in each week. It is necessary to have a log of who was at each GNC each week.