### General Purpose Statement

### Gwynedd Meeting seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of Gwynedd Meeting from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

### Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

### Selection of Workers

All employees and all people who volunteer to work with the children participating in our programs and activities will be screened. This screening includes the following:

1. **Six Month Rule**

No volunteer will be considered for any position involving contact with minors until s/he has been involved with Gwynedd Meeting for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

1. **Vetting**

All people seeking to volunteer with children must be selected from well-known members and attenders of our Gwynedd Meeting community, or if outside the Meeting, by careful vetting including interviews and references. They must also obtain and keep current the State clearances as required by PA. Clearances and Application forms will be maintained in a confidential file by Gwynedd Meeting.

1. Teens over the age of 14 may be considered as above, but they must always be under the supervision of an adult while with children under care.

### Rule of Three or more

It is our goal that a minimum of two unrelated adult workers will attend all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be two or more students with the adult teacher.

### Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

* **Physical abuse** – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
* **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
* **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
* **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare volunteers may have the opportunity to become aware of abuse or neglect of the children under our care. If an individual involved in the care of children at Gwynedd Meeting becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Clerk of Gwynedd Meeting, and the clerk in charge of the activity, for further action including reporting to authorities as may be mandated by state law.

If an incident of abuse or neglect is alleged to have occurred at Gwynedd Meeting or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. Our insurance company will be notified, and we will complete an incident report.
4. We will comply with the state’s requirements regarding mandatory reporting of abuse. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
5. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
6. The current Clerk of Gwynedd Meeting will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
7. A pastoral visit will be arranged for those who desire it.

### Also Consider the Following Provisions Regarding Child Protection:

**Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while people are inside the room.

**Check-in/Check-out Procedure**

For children below grade 3, a security check-in/check-out procedure will be followed. At Gwynedd Meeting this involves the parent or the person responsible for each child signing in and out. For Childcare on Sundays during worship, the parent, or responsible adult, also agrees to remain on the premises and keep their mobile phone on vibrate should they be needed.

**Sick Child Policy**

It is our desire to provide a healthy and safe environment for all children at Gwynedd Meeting. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

* Fever, diarrhea, or vomiting within the last 48 hours
* Green or yellow runny nose
* Eye or skin infections
* Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parents will be contacted to come for the child.

**Medications Policy**

It is the policy of Gwynedd Meeting not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Clerk of Gwynedd Meeting to develop a plan of action.

**Discipline Policy**

It is the policy of Gwynedd Meeting not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline for children. Workers should consult with The Clerk of Meeting if assistance is needed with disciplinary issues.

**Restroom Guidelines**

Since there is no bathroom available in classrooms at Gwynedd Meeting, childcare workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. Contact the parents if taking a child in a group is not practical or if a diaper change is needed. If a child requires assistance, the volunteer should contact the parent.

For children over the age of five, if available, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker(s) should remain outside the bathroom door and escort the children back to the classroom.  If only one teacher is available, waiting outside the door will make it possible for a teacher of either sex to escort a classroom of boys and girls to the restroom.

For the protection of all, volunteers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents should assist the child.

**Accidental Injuries to Children**

If a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child’s parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker’s supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

**Youth Safety Policies, Practices, and Training**

Gwynedd Meeting will provide a copy of the Child Safety Policy and Practices Summary, and volunteers will be asked to sign saying they understand, and the policy and practices are agreed upon.

\*GuideOne Insurance company, now called Univest, provided the sample policy this draft is based on to Gwynedd Meeting in July of 2025. The agent’s name is Bob Register, at 484-391-2063. The companies main number is 404-883-4808.