

Safety Policies:

Driving Policies: The designated leader of the event must know each person designated to provide automobile or van transportation to or from church. The driver must:

1. Be at least 21 years old;
2. Have a valid state driver's license, qualified for the vehicle being operated;
3. Have no record of convictions for the past 5 years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment;
4. Have proof of insurance; and
5. Never be alone in a vehicle with a child not his own.

Volunteers Training: RCL requires all of our volunteers/staff workers to read and know our safety policies and agree to follow them. Each person will be required to undergo training about child safety issues.

Overnight/Special Trips:

1. *Staffing:* Situations where staff members are taking children or young people out of the area for long periods of time or for overnight outings are to be carefully planned. Only known, proven staff will be permitted to sponsor/chaperon the trips. New staff or volunteers may be used as additional sponsors, but shall not be left alone with the children or young people in a situation where there are no other staff to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing.
2. *Authorization:* The pastor or the designated one must approve any church sponsored activities that are held off-site. Parental permission with the appropriate completed forms will be secured for off-site activities and there will be a minimum of two adults present. All activities of children, on or off the church campus, must be scheduled on an official church calendar.