

# **Safe Church Policy Appendix: Sunday School**

## **1 Outline**

- The Sunday School caters for children between the ages of 4 and 14. It meets in a single room, in small groups.
- It aims to help children to grow in faith, and find a place within the church community.

## **2 Roles**

### **2.1 Sunday School Coordinator**

- Arrive fifteen minutes before the activity starts in order to prepare the space effectively, and check that it is safe and secure.
- Ensure that Consent Forms are completed for all children attending, and filed securely, in consultation with the Child Protection Coordinator.
- Complete attendance registers for both children and adults, and pass these to the Child Protection Coordinator for storage in the paper safe at the end of the year.
- Organise the rota to ensure there is a proper ratio of adults to children, and that adults are assigned to support specific groups of children.
- Ensure that the children are safe throughout the activity.
- Prepare in advance for any group you are leading.
- Ensure that leaders have access to resources to help them prepare the classes.
- Ensure that the only adults attending the Sunday School activity are usually Sunday School Leaders and Assistants. The only exception to this rule is when (a) special arrangements are made; (b) parents come to settle their children into Sunday School, usually two to three sessions for a three year old, at the Coordinator's discretion.

### **2.2 Sunday School Leader**

- Arrive ten minutes before the activity starts in order to prepare the space effectively, and check that it is safe and secure, if the Sunday School Coordinator is not present.
- Prepare in advance for the activity involving the assigned group of children.
- Ensure that the children are safe throughout the activity.
- Follow the directions of the Sunday School Coordinator for your assigned group of children.

- Notify the Sunday School Coordinator as early as possible if you will not be present to do your duty.

### **2.3 Sunday School Assistant**

- Arrive five minutes before the activity starts in order to prepare the space effectively.
- Ensure that the children are safe throughout the activity.
- Follow the directions of the Sunday School Leader or Coordinator for your assigned group of children.
- Notify the Sunday School Coordinator as early as possible if you will not be present to do your duty.