

Children's Ministry Policies

Child Safety and Protection

PSALM 127:3

*Behold, children are a heritage
from the Lord, the fruit of the
womb a reward.*



VOLUNTEER EXPECTATIONS

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to children
- Pointing to Christ for Salvation



SCREENING PROCEDURE

- Members in good standing*
- Pass background check
- Participate in IBC Teacher Training
- Complete Child Safety Training Video



* 6 month waiting period for new members



CHILD PROTECTION

- Screen all volunteers
- Conduct volunteer training
- Enforce volunteer/child ratios
- Adhere to healthy child policy
- Conduct annual fire/evacuation drill
- Adhere to two-volunteer room policy



TWO VOLUNTEER RULE

- Two unrelated, adult volunteers at all times*
- Helper (minors) may assist but are never to be left alone with children and only supplement
- Never leave child alone in classroom
- Two male volunteers may not serve together without a female volunteer also being present
- No private one-on-one meetings with children

** Husband and wife may serve together but with additional volunteer*



VOLUNTEER-CHILD RATIOS

Children under the age of 2 (<i>Nursery 1</i>)	1:3 One adult for every three children
Children Age 2 (<i>Nursery 2</i>)	1:4 One adult for every four children
Children Ages 3-4 (<i>Junior Praise Club</i>)	1:8 One adult for every eight children
Children in Kindergarten-5th grade (<i>Children's Church</i>)	1:12 One adult for every twelve children

**Additional children should not be accepted if ratio is exceeded*





When it's Dad's turn to change the diaper...



DIAPER CHANGING

- Parents should change diapers prior to signing their children in to Nursery
- Volunteers will change diapers as needed
- Only female volunteers are allowed to change diapers
- Diapers should be changed in the presence of other volunteers
- Parents may be contacted to change diapers



RESTROOM PROCEDURES

- Parents should take their children to the restroom prior to class/Children's Church
- Junior Praise Club: Volunteer waits outside unless assistance is needed
- Children's Church: Buddy system; Volunteer waits outside
- Remind children to wash hands with soap and water!



HEALTHY CHILD POLICY

- Children with communicable illness should be kept home until no longer contagious
- Volunteers will use proper hygiene procedures to change diapers, wipe noses, handle blood spills, etc.
- Hand washing must be a regular habit for children and volunteers
- Toys and equipment should be washed and disinfected regularly



** Parents should be contacted via text/phone to pickup ill child*



CHILD SHOULD NOT PARTICIPATE

- Fever 100 degrees F or higher, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry.)
- Any symptom of scarlet fever, measles, mumps, chicken pox, whooping cough, or hand-foot-mouth disease
- Common cold – from onset of symptoms and one week thereafter
- Sore throat accompanied by fever



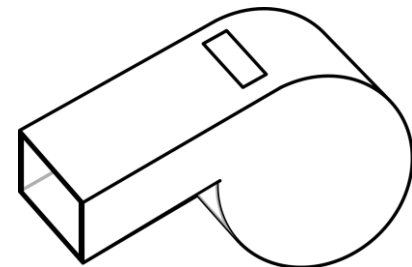
CHILD SHOULD NOT PARTICIPATE (CONT)

- Coughing that is bad enough to make the child red in the face
- Croup
- Lice
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease



DISCIPLINE

- Verbal correction, pointing out poor behavior
- Withhold privilege or activity for a brief time
- Remove child from situation for a brief time
(never remove from the room unless with a parent)
- Always direct to Christ
- Be discrete, gentle
- Uncontrollable behavior, contact parent
- Report issues to deacon or elder



APPROPRIATE CONTACT

- Appropriate contact only (common sense)
- No tickling children over 5 years old
- Children sitting on laps of adults is inappropriate for ages 3 and older



SIGNS OF NEGLECT/ABUSE

Contact Children's Ministry Deacon or Elder

- Questionable behavior
 - Overly flirtatious behavior
 - Intimate acts
- Signs of neglect/abuse
 - Observing actual abuse
 - Possible evidence of abuse such abrasions, lacerations, etc.



EMERGENCY SITUATIONS

- Accidents, First Aid, and Medical Emergencies
- Evacuation Procedures
- Live Threat



ACCIDENTS, FIRST AID, AND MEDICAL EMERGENCIES

- Know the location of the nearest first aid kit
- Life-threatening injury or illness: contact emergency medical services and locate parents immediately
- Volunteers should not administer medication unless in an emergency



EVACUATION PROCEDURES

- In the event of a fire, call 911 and immediately assist children in evacuating the building
- Note the primary and secondary exits nearest your classroom
- Parents should not report to classrooms as they may risk creating chaos and blocking exit routes
- Fire Drill scheduled once a year



LIVE THREAT (SHOOTING OR OTHER SECURITY HAZARD)

- Evacuate children (if safe to do so)
- Communicate the danger
- Hide (if evacuation is not a safe option)
 - Close and lock the door
 - Barricade the doors with heavy furniture
 - Close and lock windows and blinds
 - Turn off lights



FOOD & DRINK

- No outside food & drink, except water, permitted
- Allergen free cereal (Cheerios) is supplied for Nursery aged children (N1, N2, JPC)
- Birthday snacks/treats are not to be served during class. If desired, do so after and outside class with parent permission



PHOTOGRAPHY AND SOCIAL MEDIA

- Photography, particularly posting of baby/child pictures to social media, is not permitted unless approved
- This protects the privacy of both the family and child and prevents the possibility of unwanted or secret photos



QUESTIONS, COMMENTS, or CONCERNS

- Please Contact Children's Ministry Deacon or can Elder

