

# **Faith Bible Church**

## **Child Protection Policies and Procedures**

### **Security and Safety Procedures**

- Visibility should be maintained through windows.
- A minimum of two adults will be in attendance at all times when children are being supervised.
- Church leadership may visit the classroom unannounced to observe classroom effectiveness

### **Personal Contact**

- Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the rest-room) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive, or be imposed upon others. Avoid any expression of affection that could be interpreted as inappropriate.
- Hugging a child is a natural response when children seek affection. If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
- Instead of a body to body front hug, try a side-to-side hug.
- Please consider (men especially) giving children a “high five” instead of a hug. This is a great way to respond to the excitement of children in a way that will not be as easily misinterpreted.
- A child over the age of two years should not be held unless it is an emergency, or they require comforting after an accident.
- If a child wants to sit on the lap of the leader; the leader should gently place the child next to them and away from their lap.

### **Child Check-In/ Check-Out**

- Workers should seek to get to know parents and encourage them during check-in/check-out
- Parents will sign their child in on the check-in sheet and must include their contact information and any allergies or special needs their child has. They must also agree to pick the child up or to give written permission for spouse or other adult to pick them up.
- Parents should be informed that they should keep their phone on vibrate and that they will receive a text message on their cell phone if a nursery worker needs to contact them. Parents must not leave the church campus while the child is in our care. They need to be available in the event of an emergency.
- It is normal for little ones to cry when a parent leaves. This does not usually last long and becomes easier as a regular routine of attendance develops. The nursery worker should seek to immediately engage the upset child with interest in a toy or activity. If the child is inconsolable (10+ minutes of non-stop crying), the parent should be contacted.
- The parent or parent approved designated person picking the child up will sign for the child’s release.
- Parents should pick their children up promptly after the close of the service, no longer than 15minutes after it ends.
- Remind parents to ensure they have all their personal items before releasing the child for check-out.

### **Health Policy**

- If a child has symptoms of contagious illness such as fever, vomiting, diarrhea, rash, coughing, congestion, pink eye, or sore throat, they will not be allowed to attend the nursery.
- Steps to take if a child should suddenly become ill: 1. Isolate the child 2. Call the parents
- If an injury or accident occurs in the nursery, the nursery worker will: 1.) Isolate child 2.) Call Nurse if available (682-999-0894), 3.) Text Parents 4.) Complete an incident report

- No food will be given to children with identified allergies unless otherwise instructed by parents.
- All hand toys are cleaned with disinfectant weekly.
- Crib sheets, if used, are changed after every use.
- Any spills are cleaned up immediately.

## **Epi-Pen Policy**

- Parents must fill out medical waiver for a child requiring use of an epi-pen.
- The epi-pen should be kept with the child (in diaper bag or on his person)
- Trained volunteers are allowed to administer an epi-pen with parent permission.
- Steps to follow should a child experience an allergic reaction:
  1. Identify the child's first and last name, parent's cell phone numbers, and the symptoms of a life-threatening allergy.
  2. Open the epi-pen.
  3. Stabilize the child's thigh. (There is no need to remove clothing)
  4. Inject by applying pressure to the thigh until a click is heard
  5. Count to 10 seconds before removing the injection from the child's thigh.
  6. Call parent, nurse (682-999-0894) and 911 if appropriate
  7. Stay with the child until help arrives

## **Diaper Changing Policy**

- Parents should bring their children with a fresh diaper to reduce the workload on nursery workers.
- Female nursery workers will assist with diaper changing.
- Diapers should be changed in designated area.
- Workers should wear non-latex gloves when changing diapers
- Workers should sanitize their hands after changing a diaper.

## **Bathroom Policy-**

- Prepare for a bathroom break: A scheduled bathroom break may be utilized if necessary. Line all children up in two lines: girls & boys. Count the children.
- Carefully walk to the nearest bathroom
- Check the bathroom to make sure no one else is in it
- Remain outside with the door propped open while the children use the bathroom and wash their hands.
- If a child requires help with a button, snap, belt etc., an adult female should assist the child regardless of the child's gender.
- Gather and count the children before returning to the classroom. Upon returning to classroom, count children again.

## **Parent Interactions**

- We serve parents best by showering them with encouragement, love and extraordinary care
- Parents are ministered to when they see that you love their child. We can demonstrate humble service through joy:
  - In our labor
  - In our interaction at check-in/pick-up (greeting child by name)
  - In our attitude

- Know parents by name.
- Say yes with a willing heart to a parent's instructions and follow as best as you can.
- Do not parent children.
- Do not parent parents.
- Thank parents for the opportunity to spend time with their children (no matter their behavior).
- Praise children in front of their parents.

## **Discipline Policy**

- Behavior issues will be handled with gentleness and grace.
- Do not punish (physically, verbally, or emotionally) children for disobedience.
- Correction is only permitted to maintain classroom safety and order.
- If a child is out of control or his actions are threatening the safety of other children, please contact the child's parents.
- Simple rules for maintaining order in the classroom should be taught and reviewed. 1.) Obey without delay 2.) Raise your hand if you wish to speak 3.) Keep your hands to yourself
- Please watch for repeated patterns of disobedience. Most behavior problems are sporadic and inconsistent and, therefore, are to be expected and can be overlooked. Repeated and regular disobedience, however, should be noted and communicated to Children's Ministry Supervisor. Please communicate with children's ministry leader before talking with parents.

## **Evacuation Procedure**

When evacuating the classroom:

1. Count all the children in the room
2. Line up children up
3. Grab the clipboard that contains the attendance roster
4. Move as a group to a designated meeting spot in the parking lot
5. Count children again after having arrived at the southeast corner of the parking lot
6. Go through the room roster to ensure all children are accounted for

## **Requirements for Children's Ministry Workers**

- Completed Children's Ministry application.
- Approved Background Check will be done initially and may be done randomly as deemed necessary
- Interview with children's ministry leader
- Member of Faith Bible Church (exceptions may be made, elder discretion, with grace period if pursuing membership)
- Agreement with Faith Bible Church Doctrinal Statement (for teachers)
- Attends weekly worship when not serving in CM
- A life that demonstrates the qualities of biblical character
- Approval by elders of the church

## **Past Convictions**

Any past convictions of the following offenses will automatically disqualify a volunteer from participating in the leadership or supervision of children:

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use or sale of drugs or controlled substances
- Sexual abuse

- Sexual assault (rape or statutory rape)
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

### **Guidelines for Men Serving in the Nursery**

- Men will not carry a child around the nursery for extended periods, but just long enough to provide comfort for those who are crying before putting them down. (Exceptions will be made for infants.)
- Men will not allow children to sit on their laps, but will have children sit next to them on the floor while they play or read to them.
- Men will not provide piggy back rides, place children on their shoulders, or be involved in wrestling or roughhousing.
- Men will not change diapers or go into the bathroom with any child; only women may change diapers or assist children in the bathroom.

### **Specific Violations of Child Protection Policy & Reporting of Abuse**

\*The following acts or omissions are violations of this policy and will not be tolerated or accepted.

\*Workers in violation of this policy will be immediately terminated.

\*Any violation must be immediately reported to children's ministry leader and elders, after the safety of the children has been assured. Any accusation will be thoroughly investigated and an incident report will be written.

NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Physically abusive behavior or infliction of bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Faith Bible Church
- The presence, possession, or viewing of obscene or pornographic materials
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs, alcohol, or marijuana while leading or participating in a function for minors at Faith Bible Church

## **Volunteer Service Commitment**

- I will serve ultimately for the glory of God (1Cor 10:31)
- I will serve in a manner that reflects the character of Christ (Phil 2:4-7)
- I will serve with gratefulness understanding that ministry is a mercy from God (2Cor 4:1)
- I will serve in such a way that children are properly evangelized (Mt 28:18-19)
- I will serve with a weekly goal of personally encouraging parents (1Thess 5:11)
- I will serve in a manner that edifies and supports my fellow servants (Gal 5:13-15)
- I will serve with an attitude that sees the needs of others greater than my own (Phil 2:3-4)
- I will serve with the safety and security of our children as a main priority (Ps 127:3-5)
- I will serve with humility, integrity, and purity as my hallmarks (Gal 5:22-24)
- I will serve with a submissive, loving, and teachable spirit (Eph 5:19-21)
- I will serve as a steward knowing I will give an account to God for my life (2Cor 5:10)
- I will serve so that I seek to fulfill my responsibilities set forth in this handbook (Heb 13:17)

**I have read and understood the “Child Protection Policies and Procedures” of Faith Bible Church and agree to abide by them.** Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_