

# ZION CHURCH OF KURTEN

## ***CHILD SAFETY POLICY***

### **REQUIRED VOLUNTEER FORMS**

- Volunteer application (signed & dated)
- Personal Reference form (signed & dated)
- Applicant Questions form
- Confidential Information form
- Family Ministry Covenant (signed & dated)
- Acknowledgment of training on Child Abuse and/or Neglect (signed & dated)
- Acknowledgement of training on Zion's Child Safety Policies (signed & dated)
- Permission to Release form, if necessary (signed & dated)
- Consent for Use of Photographs on Web Site form, if necessary (signed & dated)

### **TWO ADULT POLICY**

- No less than TWO **ADULT** (21 & over) volunteers will be present for all children's activities/programs regardless of the number of participants, location, and/or activities. **The exceptions to this (when one adult may be present) are emergencies, urgent situations, bathroom breaks, and church business (i.e. meetings, trainings, work, etc.). This does NOT mean that only one adult can plan on being present for any activity/program; Should one of these exceptions leave only one adult and one child in a classroom, that adult and child should join another classroom/group. If there is not another classroom/group to join, that activity will not continue.**
- If only one adult is present when the activity or program begins, that adult needs to alert the DIRECTOR of the ministry immediately so that he/she can get an additional screened adult from another ministry or area to be the second adult (for the time period of that activity or program). If the Director of the ministry is not present, that adult needs to ask one of the adults from the adjoining classroom to "watch" their class while they go get an additional screened adult from another ministry or area (for the time period of that activity or program). If an additional screened adult cannot be found, that classroom will need to join with another classroom for the period of that activity or program. If there is not another classroom/group to join, that activity will not continue.

- Adults (Ages 18-20) may be present in the following areas but ONLY when PAIRED with an adult who is over the age of 21: Ages 3 – Grade 6.
- ALL Nursery (childcare paid for by Zion) will always have TWO adults (21 & over) present
- Minor volunteers (Ages 13-17) MAY assist adult volunteers in any activity/program when clearly defined by the program guidelines, but the minor volunteer may not replace the adults.

## **PHYSICAL CONTACT POLICY**

- Physical contact should be appropriate to the age of the child, youth, or young adult (a 4-year-old may sit on a volunteer's lap, but it is not appropriate between youth and/or young adults and the youth leader)
- Physical contact should be initiated by the child in response to a need for comforting, encouragement, and/or affection
- Appropriate physical contact should be given only when and where it can be observed by others
- Physical contact should not give any appearance of wrongdoing
- A child's preference to **NOT** be touched should be respected – affection should not be forced upon a reluctant child
- Hitting (i.e. swatting on the head with hand or other object, etc.), spanking, and/or other forms of physical discipline by a volunteer are **NEVER** permitted
- Volunteers must **PROMPTLY** discuss inappropriate or questionable behavior by other volunteers towards any child(ren) with the Senior Pastor and/or the Family Ministry Director
- Any concerns about the enforcement and/or compliance of these policies by other volunteers must FIRST be discussed with the director of that ministry, NOT with other volunteers. **The Ministry Directors are: Awana – David & Dawn Kehlenbrink; ZYM – Aubrey Rodgers; VBS – Shellie Stasny; Sunday School (The Deacons in charge as listed below)**
- **Any ongoing issues will be taken to the Deacon of the Ministry and if not resolved will then be taken to the Senior Pastor and the Elder Board; The Deacons/Elders with direct involvement to Children's Ministry are: Mark Stasny (VBS, Adult Sunday School, ZYM & Office; Philip Mundine (Finance); Jordan Januse (Toddler-5<sup>th</sup>); Don Veazey (AWANA); Doug Anderson (Facility & Events.)**

## **RESTROOM POLICY**

- Parents should take children to the restroom **PRIOR** to each class
- Diaper changing should be done in view of other volunteers
- Men may not assist girls in the restroom with any personal task (buttoning shirt, tucking in shirt, zipping pants, etc.)
- Minors (under 18) may not assist children in the restroom

- No adult other than the child's parent should be alone and unobserved in the restroom with a child
- **Toddlers to Age 5** will be taken for group bathroom breaks (if necessary) by TWO volunteers; make sure there is no one in the restroom, prop the door open slightly, and wait in the hallway for the children as they finish; if a child needs assistance with a personal task, leave the bathroom door open so that the child and the volunteer are in view of the other volunteer(s) while protecting the child's privacy as much as possible
- **Should a child who needs bathroom assistance have to go AFTER a scheduled bathroom break or while outside the classroom, ONE of the adults may take that child AND another child of the SAME sex to the bathroom. One adult may NOT take only one child with them. If this will leave the remaining adult with only one child in their care, then all the adults and all the children should go to the bathroom together.**
- **Age 5 to Grade 5** (if necessary) must go with one "buddy" of the same sex and within a short time limit; If children exceed the time limit, an adult will immediately go to the restroom, knock, prop or slightly open the door open, remain outside the restroom, and remind the children to finish as quickly as possible
- **Grade 6 – Senior High** may go alone or if appropriate, with one "buddy" of the same sex, and within a short time limit

## **CAMPUS MOVEMENT**

- Age 3 to Grade 2: Must occur in groups of THREE (or more): 2 adults + 1 child or 1 adult and 2 children of the SAME sex
- Grades 3 & Above: Students must "run errands" with another student of the SAME sex; if an adult is necessary, movement must occur in groups of THREE (or more): 2 adults + 1 child or 1 adult + 2 children of the SAME sex
- Awana/VBS: in the case of discipline issues or emergencies, an adult leader will call via cellphone from the classroom to the Church Office (979) 589-2925 or to the DIRECTOR of the Ministry and request assistance from another adult
- Awana: AT PICKUP, **unregistered visitors or new students** will be asked, "Is this the same adult that dropped you off?" If the answer is yes, the child will be released to that adult. If the answer is no, the child and the "pickup" adult will come to the Family Center and the child's Parent/Guardian will be called and verbal permission will be obtained to release that child to the adult who came to pick them up. The surrendering adult, when verbal permission is given, must make a written note of the name of the person granting permission, date, time of day, and the permission given.

## SIGN IN/SIGN OUT POLICY

- **Children may NOT be released to older siblings, cousins, etc. for any children's ministry programs led by Zion Church of Kurten; The exception is Awana – with WRITTEN permission by the parent or guardian, children may be released to only those listed on the Permission to Release Form (attached to the Awana registration packet)**
- **NURSERY & PUGGLES**– parents will fill out the sign-in/sign-out sheet, including the Pager # they are given when they drop their child(ren) off, then initial or sign their name at pick-up
- **SUNDAY SCHOOL (Pre-K – 12<sup>th</sup>)** – attendance for teachers and students will be taken at the start of Sunday School; at pick up, parents will initial the attendance sheet for Pre-K to Grade 8 to sign their child out and teachers will sign themselves out as well; High Schoolers will initial the sign out sheet at the end of class time
- **CHILDREN'S CHURCH** – attendance for teachers and students will be taken at the start of Children's Church; at pick up, parents will initial the attendance sheet to sign their child out and teachers will sign themselves out as well
- **CUBBIES** – will be picked up and signed out from their classroom
- **SPARKS** – will be picked up and signed out from their classroom
- **T & T** – will be picked up and signed out from their classroom
- **ZYM (6<sup>th</sup> – 12<sup>th</sup>)** – Students in Grades 6-8 will be picked up from the classroom and will be signed out by an approved adult; students in Grades 9-12 will initial on the sign out sheet at the end of class time
- **VACATION BIBLE SCHOOL (Pre-K – 8<sup>th</sup>)** – attendance will be taken at the beginning of the evening; all students will be picked up from their classroom and signed out by an approved adult

## ACCIDENT/INJURY POLICY

- An accident/injury form must be filled out for any incident that causes a hematoma (bump) to form, requires ice, draws blood (like a gash, not a "strawberry"), or causes any other concern
- A First-Aid Kit is located on top of the refrigerator in the Family Center and in each classroom in the Ministry Center
- Zion Church of Kurten will not administer ANY medications; It will only assist with the administration of Epi Pens & Inhalers or anything else deemed MEDICALLY NECESSARY by a doctor
- Inform Senior Pastor, the Ministry Director, and/or the Family Ministry Director of the incident

## **WELL CHILD POLICY**

In order to protect the health of all the children, ***please keep children home if they have been on antibiotics for LESS than 24 hours or if they have experienced any of the following symptoms in the LAST 48 hours. Students may return to class when they have been symptom free for 48 hours without the aid of medication (unless otherwise specified by a doctor's note)***

- Fever 100.4 or higher
- Vomiting
- Diarrhea
- Skin rashes or eruptions (except diaper rash)
- Coughing associated with a respiratory infection
- Runny nose with a yellow or green discharge
- Yellow or green drainage from the eye
- Parasites such as nits, lice, mites, or ringworm
- Drainage in any form from the ear

## **CONFIDENTIALITY POLICY**

- All reports of Child Abuse and/or Neglect will be ABSOLUTELY confidential
- Information is shared only with the reporting agency (for example: Child Protective Services), the Senior Pastor, and/or the Family Ministry Director
- A breach in confidentiality is grounds for immediate removal from the volunteer position