



# Children's Ministry

## Child Protection Policy Training



### CM Mission:

- Maintain safe, secure environment for children
- Support, encourage parents
- Make the Scripture/gospel known to children
- Pray for children
- Live faithfully, model Christ to children
- Encourage children to learn to serve
- Prepare children to walk with God as adults

### Staff & Volunteer Expectations:

- Serve as scheduled (or find subs)
- Arrive on time
- Love children as Christ loves them
- Set example of Christian conduct
- Minister to & care for children
- Recognize serving children is a privilege, and responsibility

## Part I: Security

### General Security:

- At least 2 non-related caregivers at all times
- At least 1 FEMALE (potty break exceptions)
- Classroom doors and windows should allow unobstructed view of entire room.

### Child Check-in Procedures:

- Check child's label to ensure they are in the correct room.
- Note any allergies listed on child label.
- Send FIRST-TIME VISITORS to **2<sup>nd</sup> fl** to check-in.

### Child Check-out Procedures:

- Match child label number to MEMBER Parent ID tag or VISITOR ID card.
- Remove child label before they exit

### Parents in the Classroom:

- Parents may stay for 5-10 mins if nec, to help child settle into room
- Childcare-approved parents may stay in classroom

### Rest Room & Diaper Procedures:

- Diapers changed within sight of other volunteers.
- Females ONLY take children to restroom; take AT LEAST 2 CHILDREN at a time.
- Hall Monitors step in to classroom if needed.
- Remain outside bathroom stall unless child requires assistance.
- Grade school kids go with volunteer assistance.

## Part III: Abuse & Neglect

### Neglect & Abuse Prevention & Reporting:

- Be wary; don't presume sexual offender stereotypes.
- Decrease isolation, increase accountability.
- Report suspected or alleged child neglect/ abuse to either: (1) any CHBC elder, (2) CHBC Associate Pastor for Families & Children, (3) CHBC Children's Ministry administrator.

### Sexual Offenders in the Church:

- Sexual Offenders are not allowed in childcare areas
- Sexual offenders must be escorted at all times.

## Part II: Health & Safety

### Appropriate Child Discipline:

- Verbal correction; withhold privileges; time-out.
- NEVER yell, spank, or hit a child.
- Call parents if child is uncontrollable or if child hits or bites another child.

### Physical Touch:

- Always remain in open sight of other adults.
- Appropriate: positive, nurturing, age-appropriate.
- Inappropriate: coercion, exploitative. Violates laws regarding contact between children & adults.
- NEVER touch in private/personal areas (exception: when necessitated by diaper change and assisting child with potty).

### Food & Drink:

- Caregivers may not bring food or drink with them when they serve.
- **0-11 mos**: No food served during childcare.
- **12 mos to Pre-K**: Kix cereal and water served.
- **Grade-school age**: IAW allergy information.

### Security & Emergency Response:

- Procedures listed in classroom info bulletin boards

### Use of Technology:

- Volunteers are prohibited from photographing or recording children while serving.

### Accidents and First Aid:

- First Aid kits provided for minor injuries.
- Complete Accident Report Form for all injuries.
- Caregivers will not administer medication (except EPIPEN if noted on child label)

### Healthy Child Policy:

- Children with infectious diseases will not be checked in to childcare
- Caregivers with infectious diseases will not be allowed to serve (consult CM Administrator).

### Sanitation & Hygiene:

- Use latex gloves, wash hands and use hand sanitizer after contact with bodily fluids.
- Children will wash hand and use hand sanitizer after restroom breaks.
- Toys & equipment are washed/disinfected after each use.