

POLICIES & PROCEDURES



SAFETY & SECURITY

Safety is one of our number one priorities! Here are our **Three Golden Rules:**

1 TWO OR MORE

There is a Two-Adult rule always in effect. This means we must *always* have two adults (over the age of 18), at least one of whom is a woman, present while children are present. This is to protect the children from the possibility of abuse and to protect the adults from false accusations. If there is a situation in which there is only one adult, ask a parent to stay in the room while you step out.

2 NEVER ALONE

Volunteers must not be alone with a child, and should make sure, as far as possible, that other volunteers are not left alone with children. Never have a child to your home or visit a child at their home when no other adult is present, except with the permission of a parent or guardian.

3 STRANGER DANGER

Volunteers should be on the alert for unauthorized individuals wandering around – a person unknown to the leaders or not part of the Kids ministry should not be allowed access to the children.

General Safety Reminders:

- Never leave any child or children unattended in classroom for any amount of time.
- The following rules apply to parents who wish to enter a classroom for the purpose of acclimating their child to the environment:
 - Only one parent at a time.
 - There must be a teacher in the room with the parent at all times.
 - Gently encourage the parent to leave if their child is doing well adjusting.
- Visitors without children are not permitted in or around the Kids Ministry classrooms during service. If there is someone that does not belong, alert a church staff member immediately. If someone enters your room and says they are a parent or are from another church and “just want to look around,” please direct them to the lobby or worship center to speak with SCC staff or the Kids Ministry Overseer. Do not allow unauthorized individuals in your classroom. If you have any questions about someone entering your class, contact a church staff member immediately.
- At the end of class, never leave your classroom until every child has been checked out by his/her parent/authorized person.

ACTIVITIES

Supervision of Activities

An important part of providing a safe environment is making sure you have enough leaders present to adequately supervise the activities taking place. The degree of supervision required will vary according to the nature and environment of the activity, the age and maturity of the children and the size of the group. In considering the number of leaders required, take into account:

- The age, number, ability and gender mix of the children
- The venue, time, duration and nature of the activity
- The suggested supervision ratio for low-risk onsite events with children would be 1:4 (one leader for every 4 children), after the minimum requirement of 2 adult leaders is met.

Appropriateness of Activities

You should thoughtfully consider what message children may learn from the way events are organized and conducted. Games or activities that could in any way emphasize gender, physical, intellectual or ethnic differences should be assessed for their appropriateness.

You should review in their entirety any DVDs, YouTube clips, computer games, graphics, photographs and lyrics that you intend to show children. You should also make sure that no violence, sexual activity, nudity, drug use, coarse language or questionable lifestyle are in the content. In assessing whether something is appropriate you should be governed by the age of the youngest person present. Exercise particular care if a TV show, film or computer game has been recommended as unsuitable for children of a particular age (e.g. PG, M or MA classifications). If in doubt, seek the advice of a supervisor or colleague.

Parental Consent

You must have the written consent of a parent or guardian before taking children away from church premises, and you must keep them informed of the place and timing of the event. If you can, include parents or guardians.

Ask parents or guardians for information about any particular physical needs (e.g. allergies), mental health needs (e.g. depression) or safety needs of children in your care. Never administer medications to a child without the written consent of a parent or guardian.



MINOR INJURY & FIRST AID

There should always be a well-stocked first aid kit in the classroom *and* at any activity site outside of the church. Volunteers will only administer the following from the First Aid Kit in the event of a minor injury:

Bumps and Bruises

- Place a cold compress or ice pack on any bumps or bruises.

Cuts and Scrapes

- If there is no blood, give the child an adhesive (sticky) bandage to cover the cut or scrape and let the parent know at pickup. *Do not administer Neosporin, alcohol, or any ointment of any kind.*
- If there is bleeding of any quantity, give the child an adhesive (sticky) bandage to cover the cut or scrape and notify the parent *ASAP*, as well as the On-Call Medical Volunteer. Allow the parent and Medical Volunteer to determine and administer treatment, if necessary. If they do not respond to a text or call, have one teacher stay with the injured child in the classroom and the other one retrieve the adults.

SERIOUS INJURY & EMERGENCY SITUATIONS

In the event of a serious injury or emergency situation such as:

- Broken bones
- Non-stop bleeding
- Convulsions
- Fainting
- Unconsciousness
- Anaphylactic reaction
- Other serious bodily injury

Please refer to the **Emergency Checklist** in your Case and follow that protocol.

ALLERGIES & EPI-PENS

Due to varying food allergies, please be aware of all food allergies in your classroom as noted on the food allergy list found in your classroom and also on the child's name tag.

If you intend to give a food item out during class, please check with the parent of a child who has food allergies *no matter what*. Please also make sure children don't share food and wash their hands immediately before and after eating it.

For children with severe allergies requiring an Epi-Pen or allergy medication, please make sure the parent leaves the Epi-Pen in the classroom before drop off.

WELL-CHILD ENVIRONMENT

In the best interest of all the children and volunteers, we request that individuals with a contagious illness refrain from participating in Renewal Kids until symptoms are gone. If you notice any of these at check-in, please contact the Kids Ministry Overseer immediately. Symptoms include:

- Fever above 100 degrees (must be normal for 24 hours prior to participation.)
- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Conjunctivitis (pink eye or other eye infection)
- Contagious rash
- Nasal drainage that is green or yellow
- Sore throat
- Open sores
- Excessive coughing
- Lice

If you also see uncovered sores or aggressive biting behaviors, please contact the Coordinator/Overseer immediately.

Standard Precautions for All Volunteers:

- Gloves must be worn before touching or cleaning surfaces affected by blood and bodily fluids. Hands must be washed immediately after removing gloves.
- All wounds on volunteers or children that have not formed a scab must be covered.
- Toys soiled by saliva must be washed using warm water and soap after each use or sprayed with antibacterial spray before returning to the bin.
- All contaminated cleanup materials, including gloves, shall be disposed of in a sealed plastic trash bag and placed in a larger trash bag out of reach of children.
- Every table is to be wiped down with a disinfectant wipe after each class.

RESTROOM POLICIES

Clear bathroom protocol and rules are essential at Renewal Kids. They help volunteers avoid confusion and potentially uncomfortable situations. We ask that only **female volunteers** take children to the bathroom when necessary.

- **For children 5 and under:**

- Ask the child if they need to use the restroom at drop-off while their parent is still there. Have the parent accompany them before class begins.
- Never let a child go to the restroom alone – we ask that female volunteers accompany the child to the restroom. *The two-adult rule is in effect. If there are not enough female volunteers, contact the on-call volunteer to accompany you.*
- Encourage the child to do as much for themselves as they are capable of (undressing, wiping, flushing, etc.) If it is absolutely necessary to help a child, leave the bathroom door unlocked and the stall door open.

- **For children in Kindergarten and up:**

- A female volunteer should walk the child to the bathroom and wait outside. Do not assist the child. Escort them back to the classroom after they're done.
- If there is more than one child, send them into the bathroom one at a time.

TRANSPORTATION

It is the responsibility of parents and guardians to arrange transportation to and from Renewal Kids events for their child, unless another specific arrangement is in place with their consent. You must have written permission from a parent or guardian before a child can be driven anywhere by someone other than the parent for the purposes of a church activity.

When making transport arrangements, take reasonable steps to ensure that:

- All drivers or operators are licensed, responsible, experienced, and are not impaired by alcohol or any other mind-altering or addictive substance; and all motor vehicles and other forms of transport used are registered, insured, safe, and fitted with age appropriate restraints or safety devices (e.g. seat belts, life jackets).
- Leaders of the opposite sex should avoid being alone with a child in a motor vehicle or driving a child home unaccompanied, even with parental permission. If such a situation is unavoidable, inform another leader of the trip and the reason for it.



COMMUNICATION

Not only is safety & security one of our top values for our children, it is for all our volunteers as well! Here are a few guidelines to ensure safety for our children and teachers while providing ways for our volunteers to show affection to our children without compromising their integrity.

1 ABOVE REPROACH

Communications should always be above reproach, both in terms of the content and the way you communicate. Ask yourself: if this communication were to be made known to all of church, would they consider it to be appropriate? Be sensitive to the impact of the words and images you use, to avoid offense or miscommunication. Never engage in any contact with a child that is secretive (whether physical or through electronic media or in any other way). Do not speak inappropriate words *to* the children or *in front* of the children.

2 HUGGING

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. Side hugs are most appropriate. Instead of a body-to-body front hug, a side-to-side hug will not be misunderstood and be just as effective.

3 HIGH-FIVES & HANDSHAKES

High fives are a great way to show encouragement to a child and a fellow volunteer. It is a great expression to say, “Way to go!” A handshake is another friendly way to greet someone, especially for the first time. Any child older than Kindergarten should be politely discouraged from holding their leader's hand during class unless necessary.

4 HOLDING (FOR AGES 2+)

Some children seek to be held by a leader as a form of security or affection. A child over the age of 2 years should not be held unless it is an emergency for their transport or they are crying. For safety, we ask to refrain from “piggyback” rides or “horseback” rides. If a child seeks sitting on the lap of the leader, we ask the leader to gently place the child directly next to them and away from their lap. This prevents children from feeling some are favored over others and encourages independence while in the classroom.

ABUSE AND MANDATED REPORTING

Renewal Church is required, by law, to report suspicion of child abuse to the appropriate authorities. If a child tells you that they have been abused, or you see repeated unexplained injuries, or you have other reason to believe a child might be a victim of abuse, please contact your Renewal Kids Overseer immediately. If there is immediate danger, call 911.

Child abuse can be recognized in four ways:

- The abuse is stated verbally to you by a child
- The abuse is communicated in written form by a child (i.e., prayer request or drawing)
- You personally witness abuse to a child
- Signs of abuse are evident on a child (i.e., extraordinary bruises, burns, etc.)

If it is not a situation of immediate danger, we will help you with the mandated reporting process. Do not tell a child that you will keep incidences of abuse a secret. Tell the child that because you care for him/her and want him/her to be safe, you have to report what has been shared. Reassure the child that the church will walk them through the ensuing situation.

BEHAVIOR MANAGEMENT

Sometimes there are behavioral problems or relational problems in groups that can make volunteers feel like they would like some extra help. You do not have to face it alone or keep it to yourself! Reach out to your Renewal Kids Overseer to get extra support and counsel.

Likewise, if you sense a child is in a crisis situation, consult the Overseer about the best course of action to take.



PHOTOGRAPHS & VIDEOS

Children and volunteers will often want to take photos as part of their time together! Volunteers should not post photos of children on social media / online unless the parent has signed the photo release form, and should only use photos in accordance with the purposes for which that consent was given. The storage of these images must also be carefully considered.

- Please do not photograph any child who has asked *not* to be photographed.
- Do not identify in writing the person/s in the photograph (e.g., tagging on Facebook). Privacy is of utmost importance and care should be taken to protect children from having their personal information being displayed on a social networking site or church website.
- All children must be appropriately dressed when photographed (e.g. not in swimsuits or pajamas)
- Embarrassing or offensive photos or videos must not be shared.

Lastly, please do not use technology or show any media from your personal device to the children before, during or after class unless it is directly related or necessary for the lesson.

A long, straight asphalt road with a white dashed center line stretching into the distance under a cloudy sky. The road is flanked by fields of dry grass and hay bales. The sky is filled with large, white and grey clouds, with a hint of blue. The overall scene is a rural landscape.

EMERGENCY PLAN

EARTHQUAKE

- Drop, Cover & Hold (One arm protecting head and neck, other hand holding onto table).



- If there is nothing to take cover under, crouch down next to an interior wall away from windows.
- Avoid materials that might fall, break or collapse (glass, lighting fixtures).
- After shaking has stopped, stand up and move to the designated evacuation area:



- Line up. Don't talk. Don't push. Don't run. Don't turn back. Teacher in front and teacher in back.
- Conduct headcount against the day's attendance list.
- In case of aftershock, perform Drop, Cover & Hold until shaking stops.
- Stay together at the evacuation area until the parent picks up.

FIRE

- Line up. Don't talk. Don't push. Don't run. Don't turn back. Teacher in front and teacher in back.
- Conduct headcount against the day's attendance list.
- Stay together at the evacuation area until the parent picks up (see map on previous page).

INTRUDER

- If there is an active shooter or someone seeking to cause physical harm, determine the safest area possible and evacuate immediately.
- If you must shelter-in-place, do the following:
 - Close and lock doors if possible.
 - Move kids so they are out of sight from doors or windows.
 - Barricade all doors using chairs, tables, etc.
 - Turn off the lights.
 - Silence anything that can make noise (phones, video games, pagers, TV's.) If there are multiple people in the room, do not huddle together.
 - Call 911 if possible – tell dispatcher the situation and your location in the building.
 - Do not leave your shelter, even if sounds are heard in the hallway.
 - If police enter your room, immediately place your hands above your head and follow their directions.
 - Only exit your shelter when you are no longer safe, when instructed or escorted by the police.