

KINGDOM *Way*

Child Protection Policy

Staff and Volunteer Expectations

All preschool ministry staff and volunteers share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children.

Child Protection

Our first concern is that children be safe while they are in our care. To this end we:

- Perform background checks on all Kingdom Way volunteers
- Require training for all preschool ministry volunteers
- Use parent authentication identification system
- Employ scheduling procedures and volunteer/child ratios that optimize safety
- Equip each room with a first aid kit
- Educate our staff and volunteers to recognize suspected child abuse and to encourage them to report suspected abuse to church officials
- Adhere to a healthy child policy for admittance to children's ministry
- Adhere to a two-volunteer room policy whenever possible.
- Equip our volunteers to know how to evacuate children safely in case of an emergency

Parameters for the Child Protection Policy

This child protection policy applies to children (from birth to Kinder) who are voluntarily placed by parents under the responsibility of the church for the church's public Sunday school and worship services or specific preschool ministry-related church-sponsored activities (parenting and marriage seminars, bible studies held at the church with accompanying childcare, Vacation Bible School, etc.). Any form of abuse, harm, neglect or other problems related to children at home, school, or in any bible-study, activity, or venue not directly related to the preschool ministry at Broadway Baptist Church is not covered by this policy.

Personnel Summary

Adults are individuals eighteen years or older.

Minors are individuals under eighteen years of age

Staff are the paid employees of the church.

Volunteers are adults who work with children and are not in the employment of the church. All volunteers who serve in the preschool ministry are required to go through *both* the preschool ministry training and screening procedures before they serve. Volunteers include childcare workers, teachers, and anyone else who serves the children. The term 'volunteer' will be used throughout this policy manual as an all-encompassing term for anyone who serves the children and is not church staff.

Helpers are minors who are at least one grade older than the children they are assisting and are assisting in some area of nursery ministry alongside an adult.

Protecting the Children Before They Arrive

Ensuring a safe environment begins long before Sunday or Wednesday services. Every applicant who wishes to serve in preschool ministry is required to go through a screening process and attend childcare training.

Screening Procedure

To ensure safe and quality care, Broadway Baptist Church has established a screening procedure to approve all volunteers to work with our children:

- Approved volunteers must be members of Broadway Baptist Church or children of members in good standing for at least three months.
- Approved volunteers must be thirteen years of age or older.
- All volunteers must have completed Kingdom Way's childcare training.
- All volunteers must have completed the volunteer in-take form.
- All completed records of screening procedures will be kept securely along with the original application.
- All volunteers must repeat the screening procedures and criminal background checks every three years.

Broadway Baptist Church reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering

issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.

Training

All preschool ministry staff and volunteers must attend a Kingdom Way childcare training session before they are allowed to work with the children. Additional training sessions will be scheduled for existing volunteers to update them on policies and procedures. Parents with questions about childcare training are welcome to attend these sessions.

Protecting the Children As They Arrive and Depart

Arrival and Departure Times

Volunteers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, volunteers will ask the Preschool Ministry Director to locate the parents.

Signing a Child into Kingdom Way

Any parent who would like his/her child to participate in the preschool ministry program will sign the child into the appropriate classroom when he/she arrives. The parent should also use this opportunity to note any allergies or special needs the child may have. Check-in and check-out of children applies to all children birth through Kinder.

Broadway Baptist Church has the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because the adult child ratio is at maximum capacity, or anything else that might impair our ability to maintain a safe and secure environment for the children.

A parent or designated guardian must be in the church building at all times while their children are checked-in.

Parental Authentication Identification System

In order to protect the children in our care, each child must be signed into his/her class by a parent or guardian.

Parent/guardians will receive a parent tag with a family-specific identification code. Upon signing the child in, the child will receive a label with the family-specific identification code. The intent is for the family number to be used to match the parent with the child.

At the end of the session when the parent/guardian comes to pick up the child:

1. A volunteer will take the tag from the parent/guardian at the front check in desk. They will then go to that classroom and retrieve the child and all their belongings and bring them to their parent/guardian.
2. The volunteer will remove the tag from the child as they exit. This signifies releasing them from the care of Kingdom Way.
3. Bed babies will be checked out at the south side entrance of Kiingdom Way.

Only the parent/guardian of the child may check out the child. No siblings, cousins, friends, etc.

Protecting the Children While They Are In Our Care

Two Volunteer Rule

For all children's classes and programs, at least two qualified adult volunteers must be present in each classroom at all times.

Helpers are always in addition to and supervised by the two adults. Helpers are never to be left alone at any time with children without the presence of the two adult volunteers.

Volunteers must never leave a child alone in a classroom.

Two male volunteers may only serve in the Kinder room where children are potty trained and do not need bathroom assistance.

A staff member or volunteer may take children out of the classroom only for a compelling reason, such as to use the bathroom or in cases of illness, emergency, or evacuation.

Visibility

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

Child-to-Volunteer Ratios

In addition to always having at least two volunteers present, the following ratios are maintained during the three regularly scheduled weekly meetings of the church:

- Children 0-11 months: One adult for every two children
- Children 12 – 35 months: One adult for every four children
- Children ages 3-5: One adult for every eight children

Once a ratio is met, additional children should not be accepted into a classroom if doing so would exceed the ratio unless and until additional volunteers are added. If for any reason the ratio is exceeded, the preschool ministry director will be notified and asked for more volunteers in order to maintain these ratios. Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

Diaper Changing and Rest Room Procedure

We kindly ask that all diaper changes and bathroom breaks be handled by our lady volunteers.

For diaper changes make sure that there is another adult volunteer in the room while you are changing any children. Please change diapers before the child is picked up as well. This is a nice way for us to help caregivers after service so they don't have to worry about changing little ones on their way out for the day.

For children that are able to use the bathroom but need assistance, please leave the door open slightly while you are in the room assisting the child.

For older children that are able to use the bathroom without assistance, we ask that you escort them to the bathrooms in the preschool wing by the front doors and wait for them in the hallway and then escort them back to the room. This would ideally be done by a teen helper or myself if a teen is not assigned, that way we always have two people in the rooms with the other children. The twos and threes/fours room has a shared bathroom that should be used by those children instead of taking them to the main hall bathrooms.

Appropriate Discipline

All preschool ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

We ask that all volunteers follow three simple steps in terms of discipline:

1. Redirect
2. Quiet Time
3. Parent/Guardian Intervention

Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). During correction, a child should never be removed from the classroom. Correction should be discrete; in the classroom (not in the hallway); and never outside of the sight of others.

Steps of correction might include (depending on the age of the child): (1) removing the child from the situation or problem; (2) pointing out the problematic behavior; talking to the child about his/her sin and need for Christ; (3) praying for the child and redirecting to a new activity; (4) helping the child to reconcile with the offended children when appropriate. Volunteers should view misbehavior as an opportunity to introduce children to the gospel.

Preschool ministry volunteers and staff members are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.

If a child's behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, volunteer or staff should ask the preschool ministry director to call the parent/guardians. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed. Volunteers or staff are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to the preschool ministry director. For further information regarding discipline, please speak with the Preschool Ministry Director.

Physical Touch Policy

Two types of relationships are important to consider: volunteer-to-child and child/teen-to-child.

Volunteer-to-Child

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.

- Always remain in open sight of other adults.
- Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
- Appropriate physical contact will vary according to the age of the child.
- Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
- In general, a man will need to limit physical contact more than a woman in the same situation.
- Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Only touch children in "safe" areas and for a brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

Child/Teen-to-Child

- No boy or girl under thirteen should ever be alone with younger children while in children's ministry. A volunteer older than thirteen should be present.
- No inappropriate touching (as defined above) of any kind will be accepted.

- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Children or Teenagers in the Classroom

Helpers are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.

These helpers fall into three categories:

1. **Auxiliary Helpers** (boys and girls; age 12 and under) - **helpers who are coming with their parents to serve alongside them.** These helpers do not count towards the adult-to-child ratios. Helpers must be children of members; are not themselves a member of the church; will not go through childcare training but will be approved by the preschool ministry staff. Helpers will be supervised by the adult volunteers in the same room.
2. **Qualified Helper** (ages 13 and above) - **Helpers who are teenagers who have been recruited by the staff to serve in children's ministry.** These helpers may count towards the adult-to-child ratios if designated by the staff. Helpers must be children of members; are not themselves a member of the church; will go through childcare training and will be approved by the preschool ministry staff. A teenage girl cannot be a substitute for a female adult volunteer and will serve in addition to the two adult volunteers in the room. Helpers will be supervised by the adult volunteers in the same room. Teenagers cannot take younger children to the restroom. Qualified helpers can serve *without* their parents present.
3. **Teenage Members** - **Helpers who are members of the church and go through the normal screening process for all adult volunteers,** which includes child-care training and approved by the preschool ministry staff.

Evacuations

In case of an emergency, there is a radio in the kitchen that can be used to immediately contact the security team for a quick response. Other important phone numbers are posted above the phone in the kitchen.

In case of a fire, follow the path on the fire emergency sign posted in the classroom. Babies who cannot walk should be put in one of the cribs and then rolled out of the classroom.

For tornadoes, bring all children to the Kindergarten room. This room is an interior room with no windows and is the safest place for them in the preschool area.

If there is an active shooter, barricade the doors with the Barricade Box. To use the barricade, simply wrap the rope around the door handle. Pull the curtain down on the door window and move all children into a corner away from the door. The nursery worker in the kitchen will barricade the main hallway entrance.

In each classroom, there is a tray near the door that has an emergency notebook. In the case of an evacuation, grab this notebook. Each notebook contains forms for children, contact information, and medical release forms. There is a master emergency notebook kept in the kitchen.

Healthy Child Policy

Communicable Disease Policy

In order to prevent the spread of communicable diseases among the children, several guidelines are in place concerning disease.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent should keep the child home.
2. Volunteers will use disposable latex gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.
3. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and volunteers.
4. Toys and equipment should be washed and disinfected regularly.
5. Broadway Baptist is dedicated to preventing the spread of disease among the children. We have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the Healthy Child Policy guidelines.

A child should not participate in a class if and when any of the following exist:

- Fever, 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, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset of symptoms and one week thereafter

- Sore throat
- 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

Children who appear ill during a class will be kept at the nursery sign-in desk with a volunteer while the preschool ministry director locates the parents.

Neither volunteers nor church staff may give any medication to any child.

Universal Precautions

Universal precautions are very effective for protecting both the children and volunteers from illness. These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- In rooms with children ages 23 months and below, remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- At the end of the session, disinfect the room with Lysol disinfectant spray.