

Child Safety at Restoration Anglican Church



Restoration Anglican Church
Children's Ministry
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We are grateful to God for the privilege of welcoming and including children into the life and ministry of Restoration Anglican Church. Providing care and Biblical instruction to children is a holy calling, and our church community is committed to doing all that it can to ensure a safe, positive, and rewarding experience for children participating in church activities. The joy of ministry to children includes the responsibility of protecting them from harm. Protecting the children in our care, the reputation of the adults who serve those children, and the ministry of our church as a whole requires some specific precautions and processes. The policies and procedures included in this brochure are reflected in all Children and Youth Ministry activities. All other programs serving children at the church must be in compliance with these guidelines.

Personnel Precautions

All adults who work regularly with children must complete the *Restoration Children's Ministry Small Group Leader Information* form or comparable job application, and the *Permission for Background Check* form. These forms authorize background checks necessary to ensure the adults serving children have nothing in their personal history or experience that would preclude them from working with children.

Anyone who provides child care at the church must be authorized by the Children's Ministry Director or his/her designee.

All church employees must complete annually Restoration's *Prevention of Child Sexual Abuse* certificate training course and undergo a background check.

All volunteer leaders must also complete the *Keeping Kids Safe* training one time and undergo an annual background check.

Environmental Precautions

Classes are organized in specific ways to ensure child safety:

- No classes or meeting with children may be held behind closed doors, unless the door has a window through which you can see into the room. A classroom that does not have a door with a window must be left partially open at all times.
- An adult should never be alone in an isolated area with a single child. If an adult needs to talk one-on-one with a child, it should be done in an open area, such as a hallway.
- Classes should regularly have two or more adults in the room. Similarly, childcare should never be provided by a lone adult or teen.
- Teachers should avoid giving gifts to individual children without the prior knowledge of the parents. Modest gifts on a group basis or small contest prizes awarded openly are fine (the problem is that gift giving can be a form of buying loyalty).
- Adults should never be alone in a car with a single child other than their own.
- At least two unrelated adults should be present at any out-of-class event.
- Parents are always welcome in a class or program. No activity is closed or private.

Child Safety Procedures

The following procedures are required for safely managing the needs of children while they are involved in a church activity.

Sunday Morning Pick-Up and Drop-Off

Babies and toddlers in the Nursery will only be released to whomever has the ID tag assigned to that child.

In general, parents should leave children at the door and not enter the classroom. In the Nursery, babies should be handed over the barrier.

Pick-Up and Drop-Off Other Than Sunday

- Children must be signed in at the door and a nametag made for the child
- Parents should introduce themselves to the childcare providers.
- Children are released only to the adult who dropped them off.

Bathroom Use

Children's Small Group Leaders or paid childcare providers should encourage children to do as much as they can for themselves. The Children's Small Group Leader or paid childcare provider who is assisting a child in the bathroom should leave the door slightly ajar and stand between the child using the bathroom and the door so that the child has a sense of privacy. It is best for adults to take several children, or even an entire class, to the bathroom at the same time. If a child does not need assistance, the Children's Small Group Leader or paid childcare provider should stand in the hall and wait for the child using the bathroom. Children who are kindergarten-age and up can go to the bathroom in pairs without an adult accompanying them. One child should use the bathroom while his/her buddy stands in the hall outside the bathroom door.

Diaper Changing

Children's Small Group Leaders and parent helpers on Sunday should turn necessary diaper changing of a child who is not their own over to a paid child care provider. Universal precautions will be followed, including the use of exam gloves.

Notices outlining diaper changing procedures are posted in the nursery area and should be followed by anyone offering childcare.

Observation and Supervision

Children's activities should be observed regularly. On Sunday morning, volunteers checking attendance, Children's Ministry staff and greeters will be in and out of the classrooms. The Children's Ministry Director will also be observing. These people are available to help with special needs, run errands, answer questions, or deal with specific children as well.

All childcare provided at the church must be discussed in advance with the Children's Ministry Director or his/her designee. This conversation must occur prior to announcing childcare for an event or program. Whenever childcare is provided at the church, a host who represents the ministry must be available to supervise the care and teaching. Without this representative, childcare cannot be provided.

Discipline

The best method for handling discipline is prevention of problems. Adults supervising children should always have a plan for activities that will keep the children positively occupied. If a child is not able to interact with other children in a positive way, the adult should first remind and encourage correct behavior. If problems persist, the child can be removed from the activity or group. Younger children can often be redirected into another activity. Adults should also communicate expectations clearly.

When children need to be participating in a group activity and a child is disruptive, these steps are often helpful:

- Continue the lesson, but look directly at the child.
- Continue the lesson, but move near the child.
- Continue the lesson, but gently place a hand on the child's shoulder.
- Pause the lesson, and look directly at the child, use name.
- Move the child to another place in the group.
- Talk one-on-one or have a helper talk specifically with the child.
- Take the child from the room to the supervisor.

All adults should treat children kindly and respectfully. They should not hit or spank in any way or verbally denigrate a child. However, children's misbehavior should not be ignored. If a child's actions are "out of control" the parent should be called immediately. Parents should be regularly informed of behavior problems and any actions taken by the Small Group Leader or paid childcare provider to correct behavior.

Affection

Children's Small Group Leaders or paid childcare providers should not ask children for hugs or any physical affection, but should receive it joyfully when it is given. Adults can feel free to pat a back, hold a hand, or put an arm around a child's shoulder.

Accident or Injury

When caring for a child’s injury, illness, or bathroom accident, exam gloves should be used. It is helpful for the adult to talk through with a young child what is being done, and why, as they are being cleaned or bandaged. The incident should be reported to the parent and a member of the Children’s Ministry staff.

Addressing Problems

If a Children’s Small Group Leader or paid childcare provider gets into a situation which could be misinterpreted, it should be reported to the Children’s Ministry Director immediately. Any observation of misconduct by a volunteer, paid childcare provider, or member of the staff should be reported to the Children’s Ministry Director or one of the clergy immediately. No allegation or complaint will be ignored.

I have read and will comply with these policies. I have not been arrested or convicted of a crime involving sexual abuse or misconduct. I have not resigned from or been terminated from any position because of sexual, physical, or mental abuse or misconduct, as defined in this policy. I give Restoration Anglican Church permission to conduct a background check, including a criminal record search.

Please print your full name: _____

Signature: _____

Date: _____