



Supervision Plan for Sunday morning kids' small groups @ Restoration

It is God's character to advocate for the powerless and vulnerable. And we as a church are committed to protecting those entrusted to our care. The following safeguarding supervision plan is meant to guide interactions between and among kids and adults during Sunday morning kids' small groups. Kids will be cared for and supervised by volunteer kids' small group leaders and staff.

This plan reflects and is established under the Diocese of the Mid-Atlantic's *"Policy for the Protection of Kids and Adults"*.

personnel

Restoration staff and Safeguarding Certified* adult, middle-school, and high-school volunteer leaders will be present and caring for the kids in each kids' small group room. There will be a minimum of two Certified adult leaders present in each kids' small group room. The Director of Kids' Small Groups, the Kids' Small Groups Coordinator, and the nursery shepherd will be supervising in the hallway and stepping in as needed to help.

If a Certified adult needs to step out of the room for any reason, leaving only one adult in a room with kids, he/she must alert the Director of Kids' Small Groups or the Kids' Small Groups Coordinator.

registering kids + heading to kids' small groups

Kids whose parents register them ahead of Sunday mornings are listed on our check-in sheets for each kids' small group. Those kids who arrive on a Sunday morning without registering are welcomed and pertinent information is gathered from their parents/guardians and written on the check-in sheet or parents can register on-line. Kids' small group leaders welcome and check-in kids before the beginning of the service. Matching name tag label sets are given to families – one for the kid and one for the parent/guardian.

Preschool - 5th grade kids will begin in the service in the Sanctuary with their parents/guardians. When kids are released for their kids' small groups, they will walk down the stairs with their kids' small group leaders and meet Lower Narthex. Leaders will have the check-in sheets with them and will account for each kid who has checked in. If a kid who has checked in is not present,

leaders will alert the Director of Kids' Small Groups who will work with the leader to determine where the kid is. Leaders must account for all kids before heading into their small group rooms.

verbal interaction

Verbal interactions between and among clergy, staff, or volunteers and kids should be positive, constructive and encouraging. Clergy, staff, and volunteers should avoid talking to kids, youth, or parents in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

The Director of Kids' Small Groups and the Kids' Small Groups Coordinator, along with volunteer kids' small group leaders and nursery shepherds, will be available on Sunday mornings to communicate with parents about their kids. Restoration staff or volunteers will go upstairs to tap the shoulder of a parent or communicate via text should a parent be needed during kids' small groups.

Should a conversation or behavior necessitate a more in-depth conversation with parents/guardians, the kids' small group leader should report that concern to the Director of Kids' Small Groups who will initiate a conversation with parents/guardians.

Verbal interactions among clergy, staff, and adult volunteers should be kind, clean, legal, and age-specific, following professional best practices for ministry.

Kids' small group leader teams—adults, as well as middle- and high-school leaders—are expected to engage in regular communication with one another, particularly regarding anticipated absences. When adult leaders are communicating with middle- or high-school leaders, the two-adult rule must be followed, and at least one other adult must be included on the communication.

physical interaction

Appropriate physical affection between and among clergy, staff, or volunteers and kids is important for kids' development, and is generally suitable in the church setting. Appropriate physical interaction includes, but is not limited to:

- Smiles
- Handshakes, high fives, fist bumps
- Thumbs up
- Side-to-side hugs, always in public and only when initiated by a kid
- Pats on the shoulder or upper back
- Arm around the shoulder
- Holding hands while walking with small kids

- Sitting next to a kid, or having a kid sit on one leg instead of having a kid sit in your lap

Do not force physical contact, touch, or affection on a reluctant kid. A kid's preference not to be touched must be respected at all times.

Clergy, staff, and volunteers are responsible for protecting kids under their supervision from inappropriate or unwanted touch by others, including adults and peers.

Physical interactions among clergy, staff, and adult volunteers should be limited to culturally appropriate expressions of greeting such as handshakes.

restroom use

During kids' small groups, the single use bathrooms on the first floor hall will be used.

Restroom Use: Nursery-Aged Kids and Kids With Special Needs

Because nursery-aged kids and kids with special needs may require complete assistance with their bathroom activities, all staff and volunteers will observe the following policies:

Diapering

- Only the kid's parent and Safeguarding Certified nursery staff are allowed to change a kid's diaper.
- Kids who require diapering will be changed with the utmost care and respect and within plain sight of other nursery workers.
- Kids should not be left unattended while being changed.
- Kids should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Potty Training

- Kids in the nursery who are potty training will be escorted to the restroom by a Safeguarding Certified nursery staff member.
- Preschool-aged kids will be escorted to the restroom by a female Safeguarding Certified adult kids' small group leader who has a cleared background check.
- Kids should be encouraged to do as much for themselves as they can. A kid may be assisted in the restroom by a female kids' small group leader as necessary. Because bathrooms off the Lower Narthex in the kids' small group room area are for single use only, when an adult is assisting a kid in the bathroom, the door should remain slightly ajar, with the adult's body acting as the door. A nursery shepherd, the Kids' Small Groups Coordinator, or the Director of Kids' Small Groups should be in the hallway outside the bathroom door helping to monitor.

- Kids should be assisted in straightening their clothing before returning to the room with other kids.
- “Accidents” should be handled by reassuring the kid and completing the changing of diapers or underwear and clothing.

Elementary-Aged Kids

Elementary-aged kids should be escorted to the restroom by a Safeguarding Certified adult kids' small group leader, who then stands in the hallway outside the bathroom door to monitor. The Director of Kids' Small Groups, Kids' Small Groups Coordinator, or nursery shepherd will also be present in the hallway.

Although not advised, if a kid needs to use the restroom upstairs as leaders are escorting kids back to the Sanctuary, a leader should stand in the Upper Narthex and wait for the kid to exit from the restroom before escorting the kid into the Sanctuary to connect with his/her parents/guardians.

discipline

At Restoration, we value connection over participation. Kids' small group leaders are advised to model and connect *before* correcting.

Any kid who is behaving inappropriately will be given a verbal warning and redirected. “You may not ____, but you may ____.” The acceptable behavior should then be modeled for the kid.

If the inappropriate behavior continues and redirection isn't effective, the kids' small group leader should get the Director of Kids' Small Groups or the Kids' Small Groups Coordinator for assistance. If necessary, staff will go get a parent/guardian.

illness

Parents are asked to keep kids out of nursery and preschool-5th grade kids' small groups when any of the following symptoms are present:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Runny nose accompanied by other symptoms of a contagious illness
- Sore throat
- Croup
- Skin infections/boils
- Ringworm, impetigo, lice
- Any symptoms of childhood disease such as scarlet fever, measles, mumps, rubella, active chicken pox, or whooping cough
- A rash that is undiagnosed or contagious
- Conjunctivitis (pink eye)

A kid must be symptom and fever-free for at least 24 hours before attendance in any kids' small group.

first aid and injury/incident reporting

Each kids' small group room, along with the welcome desk and cabinet in the kitchen will be supplied with a simple first aid kit. In the event of an emergency, the parents/guardians will be gotten from the Sanctuary. If medically necessary, before parents/guardians arrive, medication or first aid may be given to a kid by a designated staff member or volunteer. Parents/guardians will be notified if emergency medication or first aid has been administered, and an incident report will be completed.

photography

Photos of kids will not be taken except at the direction of the Director of Kids' Small Groups. Pictures will not include the faces of kids. Photos of kids will not be used contrary to parental wishes. Restoration will refrain from posting any personally identifying information about kids pictured online or in print publications without prior parental permission. We will respect the dignity of every person in an image before sharing publicly.

emergency response

Kids' small group staff, volunteers, and kids will follow the policies outlined in Restoration's overarching "*Emergency Response Procedures*" policy document. Certain response details are listed on volunteers' lanyard name tags.

cell phones

Nursery staff and kids' small group leaders should keep cell phones on vibrate and should refrain from using cell phones in the presence of kids except in the event of an emergency.

release of kids

Nursery-aged kids are picked up from the nursery by their parents/guardians. Parents/guardians need to have the name tag that matches their kid's name tag. Only adults may pick up kids up from the nursery.

Preschool-5th grade kids will be released into their parents'/guardians' care at the end of kids' small groups by returning kids to the Sanctuary and helping kids reconnect to their parents/guardians. Should a parent/guardian need to pick a kid up early from kids' small groups, leaders

must make sure that parents/guardians have the matching name tag for their kid and alert the Director of Kids' Small Groups or the Kids' Small Groups Coordinator. Safe adults to whom kids can be released will be indicated on a kid's registration form. It is presumed that a parent/guardian who drops off a kid has the authority to pick up that kid.

responding and reporting

If an individual discloses abuse, the person receiving the communication should:

- Listen compassionately to the person disclosing.
 - Respect the individual's privacy by finding an appropriate nonthreatening place to talk.
 - If reasonably possible, ask another Safeguarding Certified adult to join in listening to the account.
 - Keep calm listen, and avoid expressing shock or outrage.
 - Maintain a neutral, nonthreatening posture, making sure that you are sitting or standing in a way so that eye contact is level.
 - Allow the person disclosing to share their story in their own words and according to their own comfort level.
 - Avoid asking probing or leading questions. Instead, you may ask open-ended questions like this: "Is there anything else you would like to share with me?"
 - Thank the person disclosing for trusting you with this information. Assure them that you will take their report seriously and will hold their story in confidence as far as you are able. Let them know, however, that you may be legally or otherwise required to report what has been disclosed to legal and church authorities.
 - Following the disclosure, immediately take down notes of the conversation, writing down verbatim what the person disclosing has said to the best of your ability. Keep in mind these notes will be used to make a report.
- Call the mandated reporting number or go online and make a report.
 - Have as much of the following information as possible:
 - The date, time, and location the disclosure/report was made.
 - The date, time, and location the abuse or misconduct behavior took place.
 - Who make the disclosure and all individuals present during the disclosure.
 - Facts that have been provided (free of speculation or assumptions).
 - Any evidence that was provided or seen during the disclosure (visible injuries, witnesses present during the abuse, etc.)
 - If the person disclosing is a minor, contact **Child Protective Services: (804) 786-8536 || Reporting Portal**
- Contact law enforcement.
 - Have as much of the information for mandated reporting above as possible.
 - Contact **Arlington County Police Department: (703) 558-2222**
- Notify the Director of Kids' Small Groups of the report. The Director of Kids' Small Groups will then notify the Rector of the report.
- Be careful afterwards not to discuss the information with, or in front of, other people who do not need to know what happened. Discussion about the information should be limited to appropriate legal and church authorities.

Adult leaders should report to legal authorities before reporting to church authorities but may, at any point in the reporting process, request assistance with reporting from the Director of Kids' Small Groups, the Kids' Small Groups Coordinator, or any other member of Restoration's staff with whom they feel most comfortable.

Middle- and high-school leaders should report to an adult kids' small groups leader or to the Director of Kids' Small Groups, the Kids' Small Groups Coordinator, or any other member of Restoration's staff with whom they feel comfortable. That adult will then be responsible for reporting on the leader's behalf and notifying the Director of Kids' Small Groups. The Director of Kids' Small groups will notify the parents of the middle- or high-school leader who received the disclosure.

***A Safeguarding Certified individual is anyone who has completed the screening process, has a cleared background check and sound references, and has attended Restoration's Safeguarding Training.**



Acknowledgement Form for Supervision Plan for Sunday morning kids' small groups @ Restoration

I certify that I have read and understood Restoration Anglican Church's Supervision Plan for Sunday morning kids' small groups @ Restoration and that I will abide by the provisions of this policy.

Printed Name

Signature

Date