



SAFEGUARDING

Kid's Small Groups

Supervision Plan for the

Restoration Fall Retreat 2025

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 Restoration's Fall Retreat held @ MASSANETTA SPRINGS CAMP & CONFERENCE CENTER, 712 Massanetta Springs Road, Harrisonburg, VA 22801.

Kids nursery-aged through 5th grade will enjoy a weekend of activities and in-depth conversations with peers and leaders. Kids will be cared for and supervised by Restoration staff and designated volunteers during the time that their parents are in the adult retreat sessions. [10:30am - 12:30pm and 5:00 - 6:00pm (nursery only) on Saturday, October 11, 2025 and 8:30am - 11:00am (or 12:15pm for nursery only) on Sunday, October 12, 2025]

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

registration of kids

Kids will have been registered for the retreat prior to the weekend away. Upon arrival at the designated rooms, parents should check their kid in with the volunteer leaders. Parents and kids will receive matching name tags and the kid's attendance will be recorded on the check-in sheet for each kids' small group which includes the kids' names, their parents' names, and a phone number. Matching name tag label sets are given to families—one for the kid and one for a parent/guardian.

personnel

Only volunteers who have been designated by the Director of Kids' Small Groups may volunteer to serve with our kids. There will be a minimum of two trained adult leaders present in each kids' small group room. The Director of Kids' Small Groups and the Kids' Small Groups Coordinator will be supervising and stepping in as needed to help.

If an adult leader 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.

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 will be available during the retreat to communicate with parents about their kids. Restoration staff will 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.

physical interaction

Appropriate physical affection between and among clergy, staff, or volunteers and kids is important for kids' development, and is generally suitable in a ministry 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.

physical environment

Rooms shall be equipped and maintained for the planned activities with kids' safety of utmost importance.

sleeping arrangements

Kids will be under the care and supervision of their parents while sleeping, unless a kid in the nursery falls asleep. In that instance, a nursery kids' small group leader will hold the kid while he or she is sleeping.

bathroom procedures

Small Kids (ages 0-4) 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 or the Kids' Small Groups Coordinator 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 Kids' Small Group Leaders.
- Kids should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Bathroom Use for Nursery and Preschool-Aged Kids

- Kids in the nursery who are potty-training will be escorted to the restroom by the Kids' Small Group Coordinator and a nursery kids' small group leader.
- Kids in preschool will be escorted to the restroom by their two kids' small group leaders, or the Kids' Small Group Coordinator and a preschool kids' small group leader.
- Kids should be encouraged to do as much for themselves as they can. A kid may be assisted in the restroom as necessary. In a single use only bathroom, the Kids' Small Groups Coordinator or preschool kids' small group leader will be assisting a kid in the bathroom. The door to the bathroom should remain slightly ajar, with the adult's body acting as the door. A nursery or preschool kids' small group leader 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 if necessary, calling a parent to complete the changing of diapers or underwear and clothing.

Elementary-Aged Kids

Elementary-aged kids should be escorted to the restroom by a kids' small group leader, who then stands in the hallway outside the bathroom door to monitor.

When kids are not in kids' small groups and need to use the restroom, we recommend that parents or an older sibling accompany their kids to the men's or women's restroom. We recommend this knowing that restrooms are the most likely place for abuse to occur in an institutional setting.

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 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/emergency procedures/incident reporting

First Aid kits will be available in all kids' small group rooms at the Fall Retreat for minor injuries. Parents will be alerted whenever first aid has been administered.

In the event of an emergency, when urgent medical attention is needed, the adult supervising will call 911. The parents will be immediately notified and the Director of Kids' Small Groups and/or the Kids' Small Groups Coordinator will be alerted.

In the event of a fire emergency, all leaders will evacuate kids to the main field near Stewart for reunification with their parents.

All incidents will be documented by the Director of Kids' Small Groups.

release of kids

Kids are picked up from their small group rooms 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.

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 **Kid Protective Services: (804) 786-8536 || Reporting Portal**
- Contact law enforcement.
 - Have as much of the information for mandated reporting above as possible.
 - Contact **Harrisonburg Police Department: (540) 434-4436**
- 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.



Volunteer Acknowledgement Form

I certify that:

- I have read Restoration Anglican Church's Supervisory Plan for the Restoration Fall Retreat 2025 and discussed it with the Director of Kids' Small Groups (and/or her designee).
- I will abide by the provisions of this policy.
- I and other adult members of my household have not been arrested for, or convicted of, any crime involving kid abuse and/or neglect, nor had any such conviction expunged; been charged with kid sexual abuse in a civil proceeding; committed an act of kid sexual abuse; or (except where such inquiry is prohibited or limited by applicable laws or regulations) been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism.

Printed Name

Signature

Date