

# Child SAFE Protection Policy

## SUPERVISION

### Guidelines for Nursery-6<sup>th</sup> Grade Ministries

The supervision of our children should be of a very high priority. Even though we do all we can in the screening process, we know that supervision is our most important line of defense for the protection of our children.

1. All workers must have no record of arrests or conviction for child abuse, violent offense, or any crime dealing with the welfare of a minor.
2. All workers must also be free of any accusations or allegations of child abuse.
3. A SAFE Staff and Parent Training will be held at a minimum of twice a year, and workers must attend the training as soon as it is offered. All workers must read CBC's *SAFE for Children Protection Policy* and view the Staff Training video (if available) before beginning their ministry with children if they have not received the training.
4. All workers must adhere to CBC's *SAFE for Children Child Protection Policy*.
5. Our desired policy is that there shall always be a minimum of two workers present during church activities. Two workers can consist of two adults or one adult and one teenager. If a situation arises where only one worker is necessary or available, parental notification and permission should be obtained. Such a person must have gone through a background check. In such a case, if the room is equipped with a paging system, the parent should take a pager. Additionally, a ministry supervisor must plan to periodically check the room to ensure safety of all concerned.
6. Window blinds should be left open at all times. The only exception is when the educational activity warrants a dark room (e.i.: when showing a movie).
7. Doors should remain unlocked during activity-times. If it is safer to lock doors (i.e. evening nursery times, or working alone in classroom) please advise parents and/or supervisor of locked door.
8. Suggested child-to-worker ratio:

<u>Age</u>	<u>Children</u>	<u>Worker</u>
0-12 months	2	1
1-3 years	4	1
4-6 years	6	1
1 <sup>st</sup> -3 <sup>rd</sup> grade	10-14	1
4 <sup>th</sup> -6 <sup>th</sup> grade	10-15	1

These ratios are suggested for the purpose of properly staffing a nursery/ classroom environment. The two-worker policy should still be followed.

9. Child Release/Identification:

- a. Nursery: children should be released to a properly identified and preauthorized adult or older sibling (13 years or older). There shall be an established system of identification between parent and child for pick-up purposes.
  - b. 2yr – 3<sup>rd</sup> Grade: children should be released to a properly identified and preauthorized adult or older sibling.
  - c. 4<sup>th</sup>-6<sup>th</sup> Grade: children can be released to meet their parents at a predetermined location or wait in the classroom according to parent's wishes.
10. Diaper changing and/or bathroom supervision: Diaper changing should always be done by a female unless the father of the child chooses to change the child.

When an older child needs to use the bathroom:

2years-4years old: A female worker should accompany child to bathroom, leave door open and help wipe and wash hands. It is suggested you verbally state what you are doing, "Do you need help snapping your pants? I'll help you snap them." The only exception to this should be if the child's father chooses to take the child to the restroom.

5years and older: Send to bathroom by 2's. One of the workers should make sure they can see the children reach the bathroom and wait in the breezeway until they are finished.

11. Report any suspicious activity to the pastor who oversees the ministry.
12. Overnight activity: Adults and children should all be of same gender in a sleepover activity. There should be no situation where there is only one adult and one child in a room.
13. Early drop-off or late pick up: If a child has been dropped off at an activity early, please leave the classroom door open until more children arrive. If a child's ride is late in picking up, please also leave the classroom door open until they have departed.
14. Discipline: Rules for discipline include the following:
  - A. It is never appropriate for a worker to administer a spanking to a child.
  - B. Workers should not forcefully restrain or hold a child, nor yell at a child.
  - C. Avoid all touching that could be misinterpreted. No touching of buttocks, groin, or breast area.

# **Child SAFE Protection Policy**

## **SUPERVISION**

### **Guidelines for Youth Ministry Grades 7-12**

1. All workers must have no record of arrests or convictions for child abuse, violent offense, or any crime dealing with the welfare of a minor.
2. All workers must also be free of any accusations or allegations of child abuse.
3. A SAFE Staff and Parent Training will be held at a minimum of twice a year, and workers must attend the training as soon as it is offered. All workers must read CBC's *SAFE for Children Protection Policy* and view the Staff Training video (if available) before beginning their ministry with children if they have not received the training.
4. All workers must adhere to CBC's *SAFE for Children Child Protection Policy*.
5. Any worker under the age of 18 will work under the supervision of an adult worker.
6. All one-on-one work must be with same gender.
7. Any dating of youth by workers is inappropriate.
8. Avoid any physical contact that might be misinterpreted. No forceful grabbing or pulling. No touching of groin, buttocks, or breast area.
9. In the presence of youth do not consent to or engage in activity that is legal for adults but illegal for minors (alcohol, under-age driving, etc.).
10. Communicate with and inform parents of role with their child. Ask for questions, concerns and approval about time that might be spent alone with their child. (i.e., camps, retreats, coffee, etc.)
11. When spending time alone with a youth is necessary, meet in a public location (where others may observe your activities).
12. When driving alone with a youth:
  - Go directly to destination
  - Be aware of time – call if delayed
  - Do not spend any more time than needed in a car together
  - If it is necessary to drive home a youth of the opposite gender, gain permission from the parents and follow the above guidelines carefully.
13. When attending overnight function with a youth:
  - A minimum 2 adults, that have completed screening and training, must be present.
  - Workers must not room with youth one-to-one.
  - When in room alone with a youth, door must remain open.