

Oak Hills Baptist Church
Children's Ministry Protection & Security Policy

"Growing Kids Faith in Christ while building friendships and having fun"

Children's Ministry strives to have a program grows our kids spiritually and is safe both for the kids and our volunteers. For this reason, we are implementing the following policy:

- I. Volunteers
 - A. Applicants should have attended Oak Hills for 6 months.
 - B. Applicants should have received a copy of policies and have a complete application on file.
 1. References on file
 2. Other background checks completed as necessary
 3. Application to be updated yearly with the entire form to be completed and on file every two years.
 - C. Volunteers should attend annual training to work with kids.
 - D. Oak Hills specifically prohibits individual from working with kids if convicted of crimes of a sexual nature or had a substantiated Child Protective Services investigation.

- II. Architectural Precautions
 - A. Windows into every classroom must provide easy viewing by parents and supervisors and should remain unobstructed at all times.
 - B. Diaper changing tables and Early Childhood restrooms and areas shall be in clear view.
 - C. First Aid kits shall be displayed/stored in obvious places in classroom/nursery.

- III. Security and Supervision
 - A. Drop off-
 1. Children are welcome to enter our classrooms when adequate supervision is available.
 2. If no adult supervision is present, a parent/guardian should remain in the room until teacher/supervisor arrives.
 - B. Registration
 1. A registration form should be completed and on file for each child who regularly attends any of the Children's Ministry programs.
 2. Forms should be updated yearly and kept on file with the Children's Ministry Director. Forms are available from Director or in the church office.

C. Security System

1. Elementary

- a. Drop off-all parents will sign in on the attendance forms on the wall in room 103.
- b. Pick Up
 - a. K-2nd Grade-Parents or siblings 14 and older may sign the child out between 10:45 and 10:55.
 - i. Pick up is in room 102,
 - b. 3rd-5th Grade-May meet up with parents in the hallway to leave w/ parent or proceed to church.

2. Pre-School/Extended Nursery

- a. Drop off-All parents will sign in their child on the attendance forms on the wall in Room 100.
- b. Pick up-Parents and siblings 14 years and older need to sign their child out up to 10 minutes after the service is over. Sign out is on the same forms as sign in.

3. Nursery

- a. Pager system will be utilized as a security tag for each child. Parents are to pick up a pager, write down pager number on sign in sheet when dropping off their child.
- b. Pager will be used should the child cry or fuss for an extended amount of time. (15 minutes max)
- c. Pager should be turned in and child picked up within 15 minutes after the end of the service.

D. Diaper Changing Policy

1. All approved nursery volunteers may change children's diapers. Parents may change their own child
2. Changing table should be cleaned after each use.
3. Trash cans should be emptied at the end of the day or sooner if the situation warrants it.
4. The changing table is to be cleaned with bleach wipes at the end of each day.

E. Bathroom Policy

1. Grade School classrooms should utilize the hallway bathrooms one at a time with the teacher's permission.
2. Early Childhood classrooms should utilize restrooms with clear view off the nursery. If use of restroom with no window is necessary, the following guidelines should be observed:
 - a. Volunteer should check restroom to make sure that everything is in order.
 - b. The volunteer should remain outside the bathroom door and escort the child back to the classroom.
 - c. The volunteer should open the bathroom door and call the child's name if he/she is taking longer than seems necessary.

- d. If assistance is necessary, the door must be left open while the approved volunteer is present.
3. Never be alone with a child in the bathroom with the door closed.
4. We strongly encourage parents and their children to visit the bathroom prior to each class.

IV. Classroom Supervision Guidelines

A. Staffing

1. Workers, volunteer and paid, will have completed a Children's Ministry Application. Parents may be asked to assist temporarily when necessary.
2. At least two workers should be in the room at all times.
3. The Children's Ministry Coordinator will make regular visits to the classrooms to insure that classrooms are properly supervised.

B. Short Staffed

1. Combining of classes-Two classes may be combined, if practical, to meet the staffing requirements. A notice will be posted for parents telling them where to pick up their children.
2. Utilization of Parent Helpers-If combining classes is not an appropriate option, a parent will be asked to stay to meet the staffing guidelines. The teacher will assume supervisory responsibility.
3. Cancellation of Class-Class meetings without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review and possible cancellations.

C. Church Sponsored Childcare & Facility use/not Children's Ministry

1. An approved adult must be present to ensure that child protection policies and security guidelines relevant to the situation are followed.
2. Two deep leadership is required as well as adherence to the staffing guidelines listed above.
3. The church office and/or Children's Ministry Director should be made aware of facility usage for childcare.

V. Proper Displays of Affection.

We live in an age where child abuse is an unfortunate reality in our society. In order to protect the children in our care as well as our volunteers, we are implementing a touching policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be carefully followed by everyone working with children and students.

1. Hugging, holding hands and other forms of appropriate physical affection between workers and children are important for a child's development and are generally suitable in our church setting.
2. Physical affection should be appropriate to the age and be developmentally appropriate. (Ex: it is generally appropriate for a 3 yr old to sit on a worker's lap, but it may not be appropriate for a 5th grader and a volunteer to interact this way.)
3. Touching should be initiated by the child or student. It is a response to the child's need for comforting, encouragement or affection. It should not be based on the adult's emotional need.
4. Touching and affection should only be given in the presence of other children's ministry workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
5. Touching behavior should not give even the appearance of wrongdoing. As ministry workers, our behavior must forge trust at all times. It should be above reproach.
6. Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with the Children's Ministry Director. This will need to be recorded on an Incident/Accident Report.

VI. Discipline Policy

- A. Interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect and understanding must guide all words and actions.
- B. Discipline will be carried out through instruction, training and correction.
- C. Physical Punishment will be not used.
- D. Teachers may contact the Children's Ministry Director for assistance in dealing with disruptive students.
- E. Parents are to be notified in situations requiring stronger discipline.