



**General Policies and Procedures
for
Volunteers**



Please check the box next to each item to show that you have read, understand and agree to comply with each section of policy.

Check-In Policy/Procedures

- All children must be checked in at the kiosk.
- Children birth-3rd grade will receive a name tag with their name, allergy alerts and a security code. Parents will receive a security receipt.
- Each class will take roll at the beginning of the class. Please make sure each child has their nametag on.
- Nursery – Pre-K: As the child is dropped off, make sure to note on the sign-in sheet where the parents will be throughout the morning. If a parent is needed for any reason, give the nursery overseer the child’s security code and it will appear on the screen in the worship service. If a parent is elsewhere in the church, ask an overseer to locate the parent.
- Grades K-3: If a parent is needed for these children, please contact Alicia or Libby for assistance.



Check-Out Policy/Procedures

- Each nametag has a numeric code on it, and each code matches the code on the parent’s security receipt.
- Parents must present the security receipt to the teacher in order to pick-up their child. Older siblings may not pick-up younger siblings.
- Please match the code on the child’s nametag to the security receipt shown by the parent.
- In the event a security receipt is lost, the parent will be asked to go back to the kiosk and reprint it.
- No child is to be released to an adult without a security receipt.

3-6-0 Child Protection Policy

Volunteer Code of Conduct

Touch

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Handshakes and high-fives <input type="checkbox"/> Girls walking hand-and-hand <input type="checkbox"/> Short, congratulatory or greeting hugs <input type="checkbox"/> Arm around the shoulders <input type="checkbox"/> Piggyback rides with young children <input type="checkbox"/> Leg sitting 	<ul style="list-style-type: none"> <input type="checkbox"/> Private back rubs, arm tickles, massages, etc. <input type="checkbox"/> Touching of private parts (no exceptions) <input type="checkbox"/> Touching a child in anger, disgust, or frustration <input type="checkbox"/> Frontal hugs with opposite sex <input type="checkbox"/> Sexual embraces <input type="checkbox"/> Lap sitting <input type="checkbox"/> Kissing <input type="checkbox"/> Intimate wrestling or tickling

Talk

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Verbal praise for achievement or behavior <input type="checkbox"/> Verbal encouragement <input type="checkbox"/> Scripturally based teaching (non-sexual) 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliments or questions relating to physique or body development <input type="checkbox"/> Sexual jokes, homosexual innuendos, or bathroom humor <input type="checkbox"/> Swearing or vulgar language <input type="checkbox"/> Verbal harassment or abuse <input type="checkbox"/> Individual secrets or special gifts <input type="checkbox"/> Sexual coaching or conversation

Territory

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> <input type="checkbox"/> Public one-on-one interaction <input type="checkbox"/> Group or public environments 	<ul style="list-style-type: none"> <input type="checkbox"/> Sitting or lying on a bed with a minor <input type="checkbox"/> Private one-on-one interactions

Child Code of Conduct

3-6-0 Child Protection Policy

"3" Rules

Recognizing

- Just like in the game of basketball, there are rules that we all play by so we can have a safe and enjoyable experience. These rules help us know what we can do and can't do, what is safe and not safe.

Resisting

- You should **NEVER** feel uncomfortable or unsafe here. If you ever feel unsafe or uncomfortable, you can say, **"NO!"** or **"Stop! I don't like that!"**, and get away from the person immediately. This is a place where you should always feel safe and encouraged.

Reporting

- If you **EVER** feel uncomfortable or one of the rules we talked about has been broken, you need to tell someone immediately. You can do one of three things...
 1. Tell a volunteer or your parents.
 2. Tell Mrs. Aker, Mrs. Kidder or Pastor Brian.
 3. Tell a pastor-elder.

"6" Boundaries

Modesty

- Should be covered at all times. No exceptions.
- Never display body parts to one another or touch someone else's.

One-on-One's

- Should NEVER be alone with a teacher or volunteer where others are not present.
- Should NEVER be alone with other youth where an adult is not present.
- Nobody should ever tell you a "secret" or not to tell. We don't have secrets here. None.

Good Touch vs. Bad Touch

- Appropriate: Feel safe and encouraged – (high fives, short side hugs, arm around shoulders, etc.)
- Inappropriate: Feel uncomfortable – (touching private parts, hitting, pushing, lap sitting, etc.)

Good Talk vs. Bad Talk

- Good Talk: Always encourage one another – positive, uplifting, praise, pure speech
- Bad Talk: Making fun of others – negative, bad language, disrespectful, potty humor, sexual jokes

Bullying

- No tolerance. If someone asks you to stop...you MUST stop.
- If you ever feel like someone is picking on you or being mean to you...report it immediately.

Your Territory

- Your Space – Your Stuff

"0" Tolerance

- If you decide not to abide by these rules, it may lead to immediate dismissal from the Southgate Kids Ministry.

General Classroom Security

- Check in at the kiosk before going to your assigned duty. Name tags must be worn at all times.
- An adult should never be alone with a child.
- Workers should arrive at least 15 minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person. Under no circumstances is a child to be left unattended.
- Volunteers should never take photographs of children and post them online.
- Head counts of all children should be made whenever the class or portion of the class leaves the classroom for any reason. (i.e. trip to restroom or playground)

Classroom Discipline

- It is the teacher's responsibility to maintain a safe and positive learning environment.
- We adhere to a "3 Strikes and You're Out" policy. If a child's behavior is such that it distracts/disrupts the flow of learning, the teacher must:
 - Give a verbal warning. ("Johnny, this is your first warning. If you continue to misbehave, you will have to sit out.")
 - Give a second verbal warning with a temporary removal from the activity. ("Johnny, this is your second warning. Please go sit in the chair in the corner.")
 - If a child must be corrected a third time, the teacher needs to remove the child from the classroom and the Children's Ministry Coordinator will conference with the parent. ("Johnny, this is your third warning. We need to go find Mrs. Kidder/Mrs. Aker.")

"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10

Restroom and Diaper Policy

- All diaper changes and all toilet assistance will be done in the presence of two adults. This often requires the help of a coordinator or another volunteer. Please ask for help.
- For children under the age of 5, scheduled restroom breaks will be taken. An adult female will assist children, as needed, while the other adult stands at the open door. In the event that a child needs to use the restroom at an unscheduled time, and this child needs assistance in the restroom, another adult female must be present. Please ask for help.
- For children over the age of 5, one adult female should take girls to the restroom and one adult male should take the boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom.
- To protect children and adults, male volunteers will not change diapers or provide toilet assistance to a child.
- It is recommended that gloves be worn when changing diapers.
- Southgate Kids does not change diapers of children 3 and older. In this circumstance, the parents of the child must be alerted to come assist their child.
- Cloth diapers must be changed by parents.



Food Policy

- A snack of graham crackers or goldfish, and water will be served to children one year old through Pre-K.
- If the lesson plans calls for any snack or food other than these, the teacher will post an Allergy Alert at the classroom door to inform parents.

Emergency Operations Plan

- In the event of a fire or tornado, follow the Emergency Operations Plan posted in each classroom.

Injury/Incident Policy

- If a child is injured during an event, please do the following
 - If the injury is minor, please give first aid at the time of the injury. (First aid kits can be found around the building. Please check your classroom for locations.) Please let the child's parent/guardian know of the injury and how it was treated at pick-up.
 - If an injury requires treatment beyond simple first aid please notify the Security Team and the Children's Ministry Coordinator. They will assist in notifying the parents. If the injury is severe enough that it requires an ambulance, call 911 immediately.
 - Once the child has been properly cared for, please fill out a *Notice of Injury/Incident* and give it to Alicia or Libby.

Sickness Policy

- Parents are asked not to bring their child to a program if one of the following conditions exists:
 - Temperature of 100 degrees or higher in the last 24 hours
 - Constant runny nose with yellowish/greenish mucous
 - Frequent, hard cough or wheezing/shortness of breath
 - Diarrhea
 - Vomiting
 - Eye Drainage
 - Undiagnosed rash
 - Lice
- If a child shows signs of sickness (including, but not limited to, all listed above), please give the nursery overseer the child's security code, so the parent can be contacted and the child removed from the kid's ministry area.
- In the event that a janitor is needed for clean up, please contact Alicia or Libby for assistance.