

Child Protection Workshop

Policy & Procedures for Working with Children & Minors

Teachers & Volunteers

Standing Springs Baptist Church is committed to providing a safe and secure environment for children entrusted to our care. To achieve this goal all workers must be screened, sign a covenant and be trained in proper procedures and follow the set up guidelines.

1. All workers must attend the Child Protection Workshop and sign the Volunteer Covenant in order to work in any ministry area involving children and youth under the age of 18 years. Other specialized training may be required and volunteers will be expected to complete this specialized training before they can serve in the ministry area.
2. **Arrival:** Workers should arrive a minimum of 15 minutes early for their ministry assignment. This will allow time to be prepared when the children arrive so they are not left unattended in classrooms.
3. **Two Person Policy:** We observe a strict **TWO-PERSON policy** for safety reasons. Each preschool and children's class will have 2 leaders assigned. It is important that both persons are present even there are only one or two children in attendance. If one of the workers will be absent another person must be enlisted to substitute in their place or they will have to combine with other classes. There must absolutely be two persons present, no exceptions.
4. **Age Requirement:** There must be a person 18 or older in the room at all times when children are present. Youth, ages 13-17 may serve as helpers in the children or preschool departments at times other than the Sunday School hour (ex, VBS or Extended Session) as long as they are not alone with the children and an adult over 18 is directly supervising them.
5. **Membership:** Teachers must be members of Standing Springs Baptist Church for at least 6 months before assuming leadership positions with children or preschoolers. Non-members should be regular attenders and can serve as helpers in Vacation Bible School or Extended Session as long as they are in a room and working directly with an adult who is a member of Standing Springs Baptist Church. The non-member would be required to be screened and trained same as church members.
6. **Child Abuse:** Standing Springs Baptist Church does not tolerate child abuse in any form, which includes non-accidental physical injury, mental injury, sexual abuse and neglect. If a worker suspects a child in his/her care has been abused they have an obligation to report it to the proper authorities. A confidential form is available from the Minister of Education that must be filled out. In case of an allegation against a volunteer worker or staff member involved in abuse of a child in our care, that person will be relieved of their duties immediately until an investigation is completed. The proper authorities will be notified according to the requirements of SC State Law.
7. **Proper Display of Affection:** Physical touch is an important element in the communication of love and care and is an essential part of the nurturing process that is characteristic of a Children's Ministry. However volunteers need to be aware that only appropriate physical contact will be allowed for the children in our care. Physical touch should be age and developmentally appropriate such as holding a preschool child who is crying, or patting a child's head, hand or back when encouraging, or giving a sideways hug. The following types of touch must be avoided with children. Kissing a child or coaxing a child to kiss you. Extended hugging and tickling. Touching a child in any area that would be covered by a bathing suit.

Carrying an older child or sitting him/her on your lap. Being alone with a child. Giving a full contact body to body hug.

8. **Diaper Changing:** Safe diapering practices should be followed that utilize Universal Precautions concerning blood borne pathogens. Diapers should be changed where at least one other worker can view the changing procedure. Only adults should change the diapers and preferably female workers should change female children.
9. **Rest Room Guidelines:** Parents should be encouraged to take children to the rest rooms prior to class or service time. Workers should never be alone with a child in an unsupervised restroom. If an adult must accompany a child to the restroom, the door must remain open. Children should try to zip and unzip their own clothing as much as possible. At no time should a male volunteer assist a female child with toileting.
10. **Discipline:** Methods of positive guidance and redirection and other developmentally appropriate behavior modification will be used when disciplining a child in our care. Teachers are not allowed to punish children physically through hitting, spanking, swatting, yanking, thumping, shoving, pinching, biting, and pulling hair or any other excessive treatment that causes physical or emotional pain. Other disciplinary prohibitions include teachers use of language which is threatening derogatory or profane.
11. **Sign-In:** Preschool Children must be signed in and out by their parents on the clipboards provided in each classroom. There are two-part check-in forms for ages 2 and under. When changing teachers from Sunday School to Extended Session each teacher should verify the number of children present before leaving the room. Guests should complete an information sheet (copies in each clipboard) which needs to be given to Minister of Education for CARE follow up.
12. **Beeper:** Pages are provided for children ages 2 and under. These will be signed out when the parents drop off the child and the number indicated on the clipboards. The beeper must be returned before the child is allowed to leave the nursery area.
13. **Releasing Children:** Children should only be released to their parents. Workers should be aware of any custodial issues and only release the child to the authorized parent.
14. **Health and Hygiene:** To avoid the transmittal of disease and protect workers and children, proper health and hygiene policies have been developed. Only well children will be accepted into the nursery area to protect other children. Proper handwashing, cleaning and disinfecting of toys procedures will be taught to nursery workers during training. Universal precaution should be used whenever handling body fluids such as blood, urine or vomit. Gloves are located in all preschool rooms.
15. **Special Events:** Off-site activities should be pre-approved by church leaders. Parental consent and release forms are required for each participant in off-site activities. Overnight activities must only take place in authorized locations such Camp McCall or Camp LaVida.
16. I have read, signed, and pledge to abide by the Teacher Policy & Procedures and Ministry Covenant for teaching and working with children and minors at Standing Springs Baptist Church.

Signed _____ Date _____

Child Protection Workshop

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Nursery & Extended Session

1. Please arrive early for your ministry assignment. This will allow time to set up the room and prepare for the children. A rule of thumb is to arrive at a minimum of fifteen minutes early.
2. We observe a strict TWO PERSON policy for safety reasons. It is important that both persons assigned be present for their assignment even if only one or two children are present. There must absolutely be two persons present, no exceptions.
3. If one teacher must step out for some reason, it is preferable to find another adult volunteer to take the place of the adult while he/she is out of the room. If another adult volunteer is not available to stand in for the adult who is out of the room, then the room door must remain open until the adult volunteer returns to his/her assigned area.
4. Make sure parents of nursery children sign out a beeper and sign the beeper back in at the end of the service. They receive a beeper when the sign in their child; they should return the beeper BEFORE the child is allowed to leave the nursery area. Be sure that all beepers are back before leaving your area.
5. We are having many guests attending the Worship Service only (not Sunday School). Please have the guests fill out the information form on the clip board provided in each class room. If a guest child attends Sunday School, the Sunday School teacher should have the form filled out and pass the information along to the Extended Session Workers. At the end of the Worship Service the forms should be passed along to the Children's Minister.
6. Please help us keep the facilities clean and ready for the next group by putting away all toys and straightening up the rooms. Children can help with this process. Rooms are set up in centers so blocks go back to the block center, books to the book center, etc.
7. Messy activities such as paint or play dough should be done on the tile area – not on the carpet.
8. Food and drink must be eaten on the tile area of the room only. Please do not allow food or drink on the carpet area. Only serve snacks provided due to allergies.
9. If children are allowed to go to the water fountain, one teacher must stand in the doorway to monitor the children. They should never be out of the sight of a leader.
10. Older siblings need to be with you or in the service during Extended Session time. They are not allowed to be in classrooms without adult supervision. We have had damage to rooms and materials from older children who were allowed to play in rooms without an adult present. This also creates another area of vulnerability if children (of any age) are left unattended.
11. I have read, signed, and pledge to abide the Policy & Procedures and the Volunteer Covenant for working with Children in the Nursery and Extended Session.

Signature _____ Date _____

The following information will be kept confidential.

Have you ever been charged with, indicted for, or plead guilty to an offense involving a minor?

Yes No

If yes, please explain.

Have you ever been convicted of a crime?

Yes No

If yes, please explain. Provide the date, nature, and sentence for the crime(s).

4. Would you agree to allow the church to perform a criminal background check at the church's financial expense?

Yes No

If you checked "no," you will be disqualified from volunteer service with children and youth. If you checked "yes," you will be notified only in the event there is a problem.

Print Name _____

Date _____

Signature _____

Permission to Conduct Criminal Background Check

I, _____, hereby authorize Standing Springs Baptist Church to request the South Carolina State Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI) and/or Single Source Services to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said law enforcement agencies, Single Source Services, and said church from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant

Date

Please Print Clearly in Blue or Black Ink:

Applicant's Full Name (including maiden name): _____

Applicant's Full Address: _____

Applicant's Phone Number(s): _____

Have you ever lived outside of the state of South Carolina: Yes No

Is yes, please give the dates and addresses of other residences:

All other names that have been used by applicant (if any): _____

Date of Birth: _____ Place of Birth: _____

Social Security No.: _____

Drivers License No.: _____ License Expiration Date: _____

State of License Issue: _____