

Redeemer Presbyterian Church Children's Ministry Policy

V.1 / 9.2010

Basic Safety Procedures

1. All volunteers are to fill out the attached "Application for Ministry with Minors." RPC maintains the right to conduct background checks at any time, and may do so before the volunteer is allowed to work with children. All Church Mice and paid Children's Ministry staff will undergo a background check. Any questionable items that appear on background checks will be brought before the security liaisons.
2. All childcare volunteers must attend RPC for six months before being permitted to work with children.
3. Infants and toddlers are to be checked in by a parent with the Church Mouse. Parents and children will be given a nametag with a number. Children can only be picked up by a parent with the matching nametag.
4. Two adults, and at least one female, are to be present at all times in infant and toddler nurseries.
5. If a child needs to be escorted to the restroom, ask the Church Mouse to escort the child or stay in the classroom while the teacher escorts the child. Restroom doors should be kept ajar when a worker is with the child.
6. Classrooms should be easily visible from the hallway, either with an open door or window.
7. During the Christian Education hour infants and toddler are kept together. If this number exceeds 10, ask the Church Mouse for assistance and separate the children by age.
8. In the instance of paid childcare, there should be no more than 5 children per worker.
9. Paid childcare givers should not allow children from coinciding non-RPC meetings or events into the same room as RPC children.
10. All classrooms are subject to drop-ins by the Church Mouse or other church leaders.
11. Volunteers should read the attached duties assigned for each classroom.

Filing an Incident Report

An "Incident Report Form" (attached) should be completed whenever one or more of the following occur:

1. an adult admits to sexual contact with a child;
2. a child reports sexual contact with an adult;
3. physical evidence of maltreatment of any kind is discovered.

When An Allegation Occurs

In the event one of the above three occurs:

1. the Church Mouse will immediately complete an "Incident Report Form";
2. the Church Mouse will then notify the Senior Pastor;
3. the Senior Pastor will designate a staff member or team to take the following steps:
 - verify the incident and report it to the Session;
 - seek appropriate legal counsel;
 - notify both insurance carriers;
 - notify the State Department of Children and Families;

notify the County Sheriff's Department;
notify the parents or guardians of the child;
notify the accused after the safety of the child has been secured.

Allegations will be taken seriously, but will not be prejudged. The accused will be treated with dignity, but will be immediately removed from ministry to minors. The privacy and confidentiality of all will be safeguarded.

The Redeemer Presbyterian Church Public Statement of Child Protection (below) will be used to answer the public. It will be read by the Senior Pastor or the Administrator. The church attorney will always be present while answering any investigative questions from police or social service agencies.

Public Statement of Child Protection

Redeemer Presbyterian Church is aware of the problem of child maltreatment and our immediate concern is for the victim(s). As a matter of policy, Redeemer Presbyterian Church has gone to great lengths to provide a safe environment for children.

As a matter of practice, Redeemer Presbyterian Church has a "two adult rule." This means that an adult is never allowed to be alone with a minor or minors. Classroom doors will be left open or ajar at all times, as well as regularly visited by the Church Mouse. Redeemer Presbyterian Church takes its responsibility to minors seriously and has taken all reasonable steps to reduce the risks involved.

Age Requirements

- **Sunday morning volunteers:**
 - In the case that there is only one adult (18 or older) available for the toddler or nursery rooms, they should have at least two additional volunteers ages 13-17. In the case that two adults are present, preteens and teenagers up to the age of 15 are permitted to volunteer on a limited basis.
 - Volunteers under the age of 15 may not walk around with or hold babies/toddlers while standing. However, they may hold babies/toddlers if they are sitting.
- **Paid workers:**
 - If childcare is being paid for by the church this policy is to be enforced.
 - There should be at least one worker present who is 17 or older. The secondary worker may be as young as 13. The worker to children ratio should be 5 to 1. If there are more than 5 children to be expected then a second worker should be scheduled.
 - Workers 17 and older will be paid at a rate of \$10/hr. Workers 13-16 will be paid at a rate of \$7.25/hr (South Carolina minimum wage). If workers 13-16 become certified babysitters through the American Red Cross they will then be paid \$10/hr.
 - Childcare for small groups and Bible studies will be compensated 50% by the church and 50% by the group utilizing the care. The church will provide these groups with a list of eligible workers, but it is up to the group to schedule childcare.
- **When childcare will be provided:**
 - Childcare will be provided for any RPC event that is open to the entire congregation. If you believe your particular event warrants childcare, contact the Administrator at least six weeks before the event. Your request will be considered, but may not be accepted.

Guide for Baby Nursery

Check-in

All parents need to sign in their child at the door, writing down any specific instructions. (e.g. feed 6oz bottle at 11am, pacifier soothes)
Stack diaper bags on table.

Fussy Babies

If a baby is inconsolable, disrupting nursery, have Church Mouse take baby out of nursery or find child's parent.

Dirty Toys and Linens

Place all "mouthed" toys in the dirty-toys bin.
Place soiled linens (including playmats and bouncy seat covers) in hamper.
Fresh bed linens are located in white chest; replace them before leaving.

Diaper Changes

Refer to *Diaper-Changing Instructions*.
Unless otherwise instructed by parents, all babies need to be checked and changed by 11:30 (if not already done).

Check-out

Only a parent/guardian may pick up baby. Match baby's nametag number to parent's nametag number.

Guide for Toddler Nursery

10:20-11:00

Check-in and free play

11:00-11:15

Snack time at table

*Wait for older kids to be dismissed to Jr. Kids' church before passing out snacks.
*Snacks are located in white cabinet in corner office. Most kids have their own cup, but if not, water and cups are available. Say a short prayer of thanks and sanitize hands.

11:15-11:30

Bible-story time

*Lessons and color pages are located in folder in corner office labeled by usage date.

11:30-11:40

Diaper checks and changes

*Unless otherwise instructed by parents, all kids' diapers need to be changed.

11:40-11:45

Help kids clean up toys

11:45-noon

Check-out

*Only a parent/guardian may pick up child. Match kid's nametag number to parent's nametag number.

Guide for Jr. Kids' Church and Kids' Church

For children ages 3-7, we offer age-specific teaching and learning during the sermon of each worship service. Typically children are released from the worship service about 11:15 am, and parents will pick up their children from their respective rooms following the service (about 11:45 am). Children are divided into two groups: ages 3-4 in **Jr. Kids' Church** and ages 5-7 in **Kids' Church**.

Both classes have a short Bible story followed by age-appropriate activities which foster learning and growing in their knowledge of Jesus and his love for them. Supplies are located in the specific rooms, and the church copier is available for making any necessary copies. The Children's Ministry Coordinator chooses the curriculum with approval from the Director of Christian Education. Each week the CMC sends that week's lesson to each teacher via email.

Guide for Church Mouse

Arrive by 9 am

Set up foyer table; all supplies located in drawer

- Master check-in sheet and pens

- Name tags for child and parent (must be worn by both)

- Bag tags

- Volunteer nametags

Set up nurseries

- Turn on lights

- Place nursery-specific check-in/out sheets and pens each nursery's door

- Check nursery supplies

 - *Each diaper station should have diapers, wipes, sanitizer, and baggies. Toddlers should have snacks, water, paper towels, and cups in white cabinet in nursery corner office.

Brief volunteers on morning procedures

- Refer toddler volunteers to toddler schedule

- Toddler nursery gate should not be opened. Kids can be dropped

- "over the fence" by parent

- Refer baby volunteers to baby procedures

- Specific parent instructions should be stated on room-specific check-in sheets.

 - *Unless otherwise approved by parent, volunteers under age 15 are not allowed to walk around with babies or change diapers.

Oversee nurseries during Christian Education and Worship

- Help volunteers keep track of time.

- Remind them about diaper changes, cleaning toys, and changing linens.

- Float from room to room.

- Assist with fussy children and track down parents if needed.

- Monitor doors and hallways for wandering kids.

Help with Check-out

Babies and toddlers can only be picked up by a parent/guardian.

Assist with clean up

Put all check-in supplies back in foyer-table drawer.

Make list of needed supplies and give to nursery coordinator.

Vacuum toddler snack area. (Vacuum located in corner office)

Empty trash from both nurseries into green trash cans outside.

Turn off A/C or heaters and lights.

Application for Ministry to Minors

Date: _____

Name, (first, middle and last, maiden name, if applicable):

Address: _____

Phone: _____

Social Security Number: _____

We value the safety of our children and volunteers. All personal information will be kept in a secure, locked location and destroyed when record no longer needed.

Driver's License Number: _____

Date of Birth: _____ Sex: _____

How long have you been attending RPC? _____

What age group are you interested in serving? _____

Have you ever molested or maltreated a child? _____

Applicant's Statement: The information I have given above is correct and complete to the best of my knowledge. If I am accepted for and involved with ministry to minors at Redeemer Presbyterian Church, I will refrain from any and all illegal or unethical behavior. I understand that Redeemer Presbyterian Church is very concerned that it provides a safe place for minors to be nurtured in the Christian faith and for adults who have a calling to provide that nurturing; that it wishes to protect minors from abuse and adults from accusation. I understand that I may be asked to permit a confidential criminal history background investigation (BI) to be conducted. I hereby release and hold harmless from liability Redeemer Presbyterian Church, its staff, and volunteers with regard to any decision that it makes on my application.

Applicant's signature: _____

I have read and understand the RPC Children's Ministry Policy.

Applicant's signature: _____

Incident Report Form

Date of this Report: _____

Name of Person Reporting: _____

Address of Person Reporting: _____

Phone Numbers of Person Reporting (Home & Work): _____

Type of Incident (Please Circle):

Accident Injury Harassment Child Maltreatment Other: _____

What happened? _____

Who was involved? _____

When did it happen? _____

Where did it happen? _____

How did it happen? _____

Why did it happen? _____

Witnesses and Additional Information: _____

Please submit this report immediately to the Church Mouse.