

Bay Leaf Kids Ministry Policies



Partnering With Parents As They Disciple Their Children With The Word Of God And Developing A Strong Foundation In Their Faith.

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Welcome

Dear Ministry Worker,

I would like to take this opportunity to say welcome to the Bay Leaf Kids Ministry. I look forward in seeing what God is going to accomplish here at Bay Leaf and I am glad to know that you are going to play a part in this awesome experience. Through our efforts, my prayer is that children will grow closer to God and ultimately accept Jesus Christ as their Lord and Savior during their early childhood years.

Often, children are viewed in terms of the future of the church. However, I am under a strong conviction that they are part of the here and now. As you read over the mission statement below you will see the desire of the ministry team for children.

Seeking to reach children with the Gospel of Jesus Christ, disciple them with the Word of God, and assist them in developing a strong foundation in their faith while providing an environment where they can have fun, and build relationships as they grow closer to God.

For this reason Bay Leaf Kids Ministry offers programs that are foundational in seeing that children become spiritual champions. The Bay Leaf Kids ministry is intentional and strategic in the spiritual nurturing of the children. From the Sunday School material and Awana Clubs to the Children's Choir and Children's Church, every aspect of the ministry is geared to assist parents in raising spiritual champions.

Once again let me say welcome and also thank you in advance for your diligent, hard work in seeing that our mission statement is fulfilled in every area of the Bay Leaf Kids Ministry. May God richly bless you as you seek His guidance in ministering to the children that He has entrusted to us.

Mark A. Bainbridge

Children's Minister

Welcome

Dear Ministry Worker,

Welcome to the Preschool ministry of Bay Leaf Baptist Church. What a blessing it is to have you serve God by volunteering to love, teach, and care for our little ones. With this, we understand the major responsibility you have been given as well, and we strive to assist you in every way to fulfill that responsibility. Mark 10:14 God said: "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

While giving your time to our children, you are also giving an opportunity to worship for young families. That in itself is a mission for each and every one of you to strive for. It is our concern for the whole family to feel safe and secure with Bay Leaf Baptist Church so that their focus can be on God's word.

Thank you for your obedience to your calling. God blessed us with these little people. I in return thank you for caring for his blessings.

In Christ Alone,

Lori James
Preschool Director

Mission Statement & Objectives

Seeking to reach children with the Gospel of Jesus Christ, disciple them with the Word of God, and assist them in developing a strong foundation in their faith while providing an environment where they can have fun, and build relationships as they grow closer to God.

Objectives

To help children:

- Develop a strong love for Christ
- Come to know and understand the message of salvation
- Develop lasting relationships with other children and believers
- Understand the importance of evangelism and sharing their faith with their peers
- Know how they can serve Christ in their daily lives
- Understand the importance of daily Bible study and quiet time
- Understand the importance of prayer

Volunteer Opportunities

The Bay Leaf Kids Ministry truly has a place for everyone to serve. A variety of programs for Bay Leaf Baptist Church families and the surrounding community are offered. Shepherding teams are hard at work with the Children's Minister and the Preschool Director to make sure we are always striving to improve what we offer to our children and families. The main goal is to reach children with the gospel message of Jesus Christ and to help them in the spiritual journey.

Below are just a sampling of some of the ways you can join the Children's Ministry team. The Children's Minister and the Preschool Director look forward to serving alongside you as we teach children about the love of Jesus Christ.

Preschool and Elementary
Sunday School Teacher
Preschool & Elementary Children's Church
Sunday evening Bible Study Leader
I'm A Christian Now Teacher
Awana Leadership
Commander/Director/Missions/Secretaries
Handbook Leaders
Puggles (older 2 - younger 3 yr olds)
Cubbies (3 - 4 yr olds)
Sparks (K - 2nd Grade)
TNT (3rd - 5th Grade)
Preschool & Elementary Choir
Festival & Easter Egg Hunt Committees
Vacation Bible School
Kingdom Kids Rotational Volunteers
Preschool or Elementary Shepherding Teams

Qualifications for positions within the Bay Leaf Kids Ministry

- Spiritual preparation and reliance on the Word of God.
- Knowledge of the Bible content for the weekly

lesson, study or handbook time.

- An active church member for at least 6 months.
- A strong calling to teach young children and see them grow in their love for the Lord.
- A desire to help nurture children and their families.
- A commitment to the Bay Leaf Kids Ministry and its mission.
- A willingness to serve and to prepare.

Foundations for Teaching/ Leading Preschoolers and Elementary Children

- Understand your responsibility to teach as parents and adults.
Deuteronomy 6:2
Timothy 2:2
- Understand to be cautious when teaching others
Matthew 18:6
James 3:1
- Understand the importance of correct teaching
1 Timothy 6:1-2,
2 Timothy 2:15-16
- Be blessed by the reward of teaching God's Word
1 Peter 5:2-4

Our Prayer for you...

I pray that the God of our Lord Jesus Christ, the glorious Father, would give you a spirit of wisdom and revelation in the knowledge of Him. I pray that the eyes of your heart may be enlightened so you may know what is the hope of His calling, what are the glorious riches of His inheritance among the saints.

Ephesians 1: 17-18 (HCSB®)

Policies & Procedures

Facilities

Bay Leaf Baptist Church is blessed to have many people use their facilities. Because classrooms are shared you are asked as volunteers to remember this when using or leaving a classroom. Please adhere to the following.

Care and Upkeep of Classrooms

- Do not use pins, nails, regular tape or anything that could damage the walls. *(Blue tape is the only acceptable material that can be used to display artwork, posters, etc.)*
- Clean and properly store all toys, games, books and puzzles. Bins are labeled to assist you in putting items in their proper places.
- Please return all items borrowed from the Resource Room to their proper place.
- Do not leave anything on the tables, counters or shelves.
- Leftovers from snacks and pitchers need to be placed on the floor outside your classroom.
- In the infant, one and two year old classrooms, please bag up all diapers and trash together and place outside your door. *(11:00 only)*

Classroom Usage

Each classroom is stocked with the basic supplies. Please do not move supplies, games, toys, etc. between classrooms. Make sure all items are put away neatly before you leave the classroom.

All classrooms have either a large or small cabinet or built-in shelving. Sunday School teach-

ers may use the assigned shelf in the cabinet to store supplies or special activities. The rest of the cabinets are used by our weekday preschool program.

Please do not use any materials that are specifically labeled for another group.

Supply request forms can be located in each classroom in the Bay Leaf Kids Ministry Resource notebooks. Please use these and return to the Children's Minister or the Preschool Director.

Decorations

Please keep in mind that many programs use the classrooms each week. Attempts to coordinate decorations and equipment in the classrooms are made so that each ministry has what they need. Sunday School teachers and Awana leaders will have an assigned wall in each classroom.

Each classroom has bulletin boards. Please check with either the Children's Minister or Preschool Director before decorating your bulletin board. Supplies are located in the Resource Room once you have approval.

Signs

Bay Leaf Kids Ministry provides room identification signs for all programs.

Please use the small bulletin boards or wipe boards located outside the classrooms to display any temporary signs.

Safety Standards

Each child that enters a classroom must be registered and accounted for. Sunday School teachers please use the class attendance sheets provided. Kingdom Kids volunteers please make sure each child has a security label.

Check-In/Check-Out

Each classroom should strive to have one volunteer or teacher who is assigned to greet the children as they arrive and depart. The person will also greet parents and assist visitors. Please use the following policies to assure parents that their children are taken care of and are safe.

Kingdom Kids and Preschool

At drop-off, parents are required to fill out a security label for their child and his or her belongings. They keep the remaining part of the tag as a “security claim check” for their child.

Any allergies or special instructions may be written on the tag or conveyed to you. If you are present during a transition time, please make sure any special instructions are passed on to the next teacher or volunteer.

Return children to their parents with the “claim check.” Parents will be reminded of the importance of these tags. This is another way to protect their children.

Security labels are to be used for any preschool child age 3 or younger and by any child on the Preschool Hall who is visiting. This includes 4s through Kindergarten.

Do not allow older siblings to pick up children on the Preschool Hall. Parents are to be present for the safety of their children.

Early Elementary (1st-3rd grade)

Children in 1st - 3rd grade should be dropped off and picked up by a parent or an approved sibling (4th grade or older). Teachers should monitor this transition and make sure all of their students are picked up by the appropriate person. Please make every effort not to dismiss children on their own.

Upper Elementary (4th-5th grade)

Children in this department may be dismissed on their own. Encourage them to walk to where their parents are meeting them.

Teacher Nametags

All volunteers should use the nametags provided. These nametags relay to the parents who you are and establishes leadership in the classroom.

Ratios

We strive to keep ratios in the following order. If you feel you need more help in your classroom, please let the Children’s Minister or Preschool Director know and they will work to assist you.

Infants/One Year Olds	1:3
Two/Three Year Olds	1:5
Four Year Olds	1:6
Kindergarten	1:8
Elementary	1:8

Special Events

There are several times during the year when Bay Leaf may sponsor a special event. These events may include conferences, weddings, or dinners where childcare is necessary. There are two ways that the Bay Leaf Kids Ministry provides childcare.

Nursery Care Provided by the Sponsoring Group or Ministry

Groups or outside ministries that wish to provide their own childcare may do so provided that the following guidelines are met:

- Prior approval **MUST BE** obtained from the Associate Pastor or the Business Manager.
- The facilities must be properly reserved through the church secretary.
- An adult must supervise the childcare situation.
- A list of workers must be provided to the Preschool Director of Bay Leaf.
- Enough workers must be present to maintain safe child/worker ratios listed in this handbook.
- All of the policies and procedures written in this handbook are in effect.

Nursery Care Provided by the Bay Leaf Kids Ministry Department

When possible, the Bay Leaf Kids Ministry will provide child care for groups who request it. The ability of the Bay Leaf Kids Ministry to accommodate these requests will revolve around the ability to find available workers. Make your request in writing at least 4 weeks in advance.

Discipline

Corporal punishment is never to be used by a teacher, leader or volunteer. Note: This applies to even your own children when they are in one of our programs. Observers may not know that he/she is your child.

Make your classroom expectations clear to all students. Make sure you speak to them on their age level and level of understanding. When appropriate, use scripture to help guide the child to correct the behavior.

Try to prevent problems before they occur.

Make the consequences for misbehavior very clear to the children.

Always be consistent and follow through with all consequences when the rules are broken.

Attempt to redirect misbehavior by offering the child an alternative, leading to correct behavior.

Acknowledge the child's feelings.

If the situation cannot be quickly or easily resolved, contact the Children's Minister or Preschool Director.

If Misbehavior Continues:

Ask for assistance from the Children's Minister or Preschool Director. The child should be taken outside of the classroom and spoken to in a more private conversation. We use the three strikes rule, after the third time being spoken to, a parent will be contacted.

If the behavior continues a parent may be asked to come and stay in the class or program with the child.

Children will not be allowed to continually disrupt a class, worship time, or special event. Parents may be asked to remain with their child until behavior improves. If the child needs to be moved to another class or program the Children's Minister or Preschool Director will make the final decision.

Emergencies

Bay Leaf Baptist Church works hard to ensure the safety of all children who participate in any of their programs. The goal is for members and their children to feel safe and secure. As a volunteer you serve on the frontlines with the staff to help ensure the safety of those who are ministered to.

General Guidelines

As a volunteer please strive for the following:

- Always use good judgment, common sense, and safety practices.
- Refrain from unsafe acts that might endanger you or a child in your care.
- Use all safety devices provided for your protection; use safety belts and rubber gloves when changing diapers. Also be sure to use rubber gloves helping a child who is hurt.
- Report any unsafe situations immediately to the Children's Minister or Preschool Director.

Fire Prevention

- Turn off all electrical equipment when not in use.
- Notify the Children's Minister, Preschool Director or Maintenance Supervisor if you find any exposed wiring or wiring that has a crack in it. This is a potential fire hazard and a safety hazard to you and to the children.

Fire Drill and/or Fire Alarm

- Make yourself aware of the location of all fire exits in the building.
- Make sure you know where the extinguishers are located within the building.
- If you see smoke or fire, pull the fire alarm to notify others in the building to evacuate. If it is a small fire, use an extinguisher to put it out.
- Do not use the elevator in a fire alarm.
- It is always better to assume the alarm is real. Lead the children outside using the routes posted by the doorways in the classroom. If you are in the infant room, put the infants into the cribs and roll them out.
- Do not stop to fight the fire.
- A Ministry Leader will notify you when it is safe to return to the building.
- When you arrive at your safe location, keep your class together as a group. As parents arrive, you may release them into their care. Please follow all safety precautions when releasing the children.

Power Failures

- Remain where you are. Emergency lights will activate within a minute. The emergency lights are located in strategic areas of the church's corridors and stairwells.
- If you exit the building, do not re-enter until power is restored.
- Play a game, or tell a story to help calm children who may be frightened.

Healthy Child Policies

Jesus tells us that we are to show love to all persons and to welcome them into the church. As volunteers, teachers or leaders, we want to follow His guidelines. However, we need to take reasonable care not to jeopardize the health of others.

Policy and Procedure

No child will be allowed into the nursery, pre-school classrooms, elementary classrooms or any other special program offered by the Bay Leaf Kids Ministry when he or she has any of the following symptoms:

- Acute Cold / Upper Respiratory Infection
- Fever of 100.4 or higher
- Vomiting
- Diarrhea
- Sore Throat that has not been cleared by a physician
- Red or discharging eyes
- Skin rash that has not been cleared by a physician

Parents are asked not to bring their child into any of Bay Leaf Kids programs if he/she has had any of the following symptoms in the last 24 hours:

- Fever
- Diarrhea

- Vomiting

Children are welcomed back into any of the Bay Leaf Kids Ministries after 24 hours on antibiotics (provided that the fever is absent for 24 hours).

Universal Precautions

Assume that the body fluids of each person could be contagious. This includes blood, blood products, excretions, secretions, tissues and any other body fluid.

General Procedures

- Wash your hands after helping a child to the bathroom, after wiping or assisting a child wipe their nose or after contacting blood.
- Wash your hands before and after food preparation for the children.
- Wash your hands after playing on the playground.
- Make sure children wash their hands after all of the above situations as well.
- Cover any cuts with bandages or Band-Aids.
- Wear disposable gloves anytime you could come into contact with body fluids. This includes changing diapers, helping a child with a cut or skinned knee.
- Promptly clean any area or surface that has come into contact with body fluid or blood. Disinfect with the bleach solution provided in each classroom.
- Hand sanitizer dispensers are placed through out the church. Please use them regularly.

Contaminated Items

- Do not allow children to share food or serving utensils.
- Any items such as dress up, pillows, etc that may have been contaminated need to be placed in a sealed plastic bag and given to the Children's Minister or Preschool Director for washing. If a child has soiled their clothing, change their clothes and then place the dirty ones into a plastic bag and tie it shut until their parent arrives.
- Discard any disposable items in the trash can, tie the bag shut and move it outside the door. Put a new bag into the trash can.

Diaper Changes

Please follow these procedures and guidelines for changing diapers.

- Change a messy diaper as soon as you notice it. Check for wet diapers 15 minutes before the parent will be arriving for pick up. We do not want to send any child home with a wet or messy diaper.
- Make sure the diaper pad changing surface is clean. It should be sprayed with the bleach solution and wiped dry after each use.
- Wear the disposable gloves provided in each room.
- Change the diaper and place it into the diaper pail.
- Spray the surface with bleach solution and wipe it dry for the next use.
- Wash your hands thoroughly before returning to play with the children.

Volunteer Policies

Equal Opportunity Statement

Bay Leaf Baptist Church is strongly committed to recruit and equip volunteers, teachers and leaders for all levels of ministry position according to their skills, abilities, talents, experiences and spiritual gifts. We treat all individuals equally without regard to race, color, national origin, or mental or physical disability.

This statement is important even if you have no concerns about your own opportunities. As a volunteer, teacher or leader for Bay Leaf Baptist Church you need to remain alert to avoid words or actions that could be seen as inappropriate or disrespectful to other volunteers, teachers or leaders.

The Bible clearly states that every Christian can do ministry in some way. Each individual has important work that God has called them to do in the church, regardless of age, gender, education or any other perceived difference. Please consider these verses as they apply to you or others.

"For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."
—Ephesians 2:10

"If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is in showing mercy, let him do it cheerfully."
—Romans 12:7-8

Attendance and Absences

The families, children and visitors who you serve in your ministry are dependent upon you being here and being on time for your program. You are asked to make every effort to be on time and ready to teach or serve before children arrive.

Kingdom Kids

If you are volunteering at 8:30, you are asked to arrive in your assigned classroom by 8:15. You are needed to help greet parents and children as they come into the rooms.

If you are volunteering at 11:00, please arrive in the room by 10:45. Sunday School teachers would like to be able to get to worship on time. This will also help with the transition time for the children.

If you cannot volunteer on your scheduled time, please use the monthly calendar mailed to you to switch with another volunteer or find a replacement. If it is an emergency, please make an effort to call the Preschool Director and leave a message, even if it is on Sunday morning. Messages are frequently checked.

When a replacement has been secured, please contact the Preschool Director to let her know who will be filling in for you.

Sunday School

If you are a Sunday School teacher and know that you will be absent on a certain Sunday, find a substitute from the list provided to you or ask for parents (who are church members) to cover for you on that Sunday. Please let the Children's Minister or the Preschool Director know who will be filling in for you.

Awana

If you are an Awana leader and know that you will be absent on a certain Wednesday, let your director know as soon as possible so that they can find a replacement for you.

Training

We make every effort to plan trainings that will be beneficial to you in your ministry role. The information we provide will help you as you serve the church families.

Resignation

Volunteers or teachers who wish to leave their current ministry role are asked to give at least a month's notice (preferably verbally and in writing) of their intent to resign. This allows time to find a suitable replacement. In addition, this gives the new person a chance to work with the volunteer or teacher and getting to know the children.

Dismissal

Dismissal from a volunteer or teaching position at Bay Leaf Baptist Church is rare. However, it may occur if a serious offense is committed. Bay Leaf Baptist Church wants to help those who are struggling with problems and who express a desire to change.

Some offenses may call for an immediate dismissal due to the safety of the children. These include but are not limited to:

- Theft
- Immorality
- Drugs/Alcohol
- Willfully damaging church equipment or property, or the property of others

Dress Code

As a representative of God and Bay Leaf Baptist Church, volunteers should exhibit a neat and well-groomed appearance. Bay Leaf Baptist Church strongly encourages everyone to avoid radical departure from conventional dress or personal grooming. Examples include: excessively long hair and untrimmed facial hair on males, excessive makeup, short dresses or skirts, tank tops, and short shorts. Of course, guidelines of this type are very subjective. However, Bay Leaf Baptist Church generally expects everyone to take pride in their appearance and to strive to project a positive image when representing the church and the Lord.

Child Abuse Statement of Purpose

The following recommendations are presented to the staff and leadership of Bay Leaf Baptist Church for consideration and adoption as policy and procedure as of May 1, 2007. All workers and volunteers that are already in service as of this date need no further scrutiny, are grand-fathered in, and approved.

After careful and prayerful consideration, we believe the adoption and implementation of these recommendations will result in the following:

1. The church will seek to provide and maintain a safe and secure learning environ-

ment for children and youth who come to learn, worship, and recreate.

2. By establishing policies and procedures to perform background checks on staff and volunteers, the church will give assurance to parents that a safe learning environment exists and will remain safeguarded through the diligence of the staff and leadership.
3. The staff and leadership will have a uniform set of policies, procedures, and practices for the church and weekday preschool by which to operate which will not discourage volunteerism.
4. The church, having acted responsibly to ensure the safety of children and youth, will be less vulnerable to false accusations or liability for negligence.
5. A definitive set of procedures for the church will be established for the church staff to follow if an accusation is ever alleged against the employee or volunteer of the church.

The establishment of the child safety and abuse prevention policies and procedures separates people who work with children and youth into three categories:

1. Paid staff
2. Volunteers who remain on campus at all times
3. Volunteers who go off campus with children or youth

Screening Procedure

The goal of a church-screening program is to avoid placing individuals who have a history of abusing children in roles of any kind that provides further interaction with children or youth. *Continued on page 15.*

Procedures for Staff, including Paid Child Care Workers and Little Lambs Learning Center Employees.

1. Application — Potential employees should complete the appropriate application:
 - Paid Child Care Worker Application
 - Little Lambs Learning Center Application
 - Staff Employees Application (to be developed)
2. Interview
 - Paid child care workers will be interviewed by the Preschool Director.
 - Little Lambs Learning Center employees will be interviewed by the Little Lambs Learning Center Director.
 - Interviews will be documented by the interviewer on an Interview Form.
3. Reference checks
 - Reference checks will be performed by the Ministry Team Leader recorded on a Reference Contact Form.
 - Once the interview process has ended, completed reference contact forms are to be filed in confidential personnel storage by the Business Administrator.
5. Background Checks
 - The Ministry Team Leader will supply the submitted application to the Business Manager to have criminal background and sex offender checks conducted by an external, confidential source.
 - Employment may not begin until the background checks are satisfactorily completed.
 - The Business Manager will receive the results of the completed checks and return the application to the appropriate Ministry Team Leader with a response of either “eligible to hire” or “ineligible to hire” on the application.
 - The discriminating factors will be convictions of DWI, DUI, child abuse of any kind, or felonies.
 - The applicant must not have been judged

incompetent on the grounds of mental illness or have been committed to a mental institution.

- The Business Manager will retain and archive the background checks results and provide them to the Business Administrator for confidential personnel storage.
 - Background checks that are completed for those not hired will be destroyed.
- Background checks will be performed on a one-time basis unless behavior or mitigating circumstances warrant additional checks.

Procedures for On-Campus Volunteers with Children or Youth

- The potential on-campus volunteer must be an active participant of Bay Leaf for a period of at least six [6] months. The length of involvement will be verified by the Ministry Team Leader by checking the church database.

Volunteer Profile

- The volunteer will complete and submit a Children or Youth Volunteer Profile to the appropriate Ministry Team Leader for their review.

Interview

- Volunteer applicants will be interviewed by the Ministry Team Leader.
- In the case of preschool nursery volunteers, potential workers will be informally interviewed by the Preschool Director and then observed working alongside a current volunteer before becoming a volunteer.
- Interviews will be documented by the interviewer on an Interview Form, see page 6.
- Once the interview process is complete, all completed volunteer profiles will be stored and confidentially archived by the Minister of Education.

Background Checks

- Background checks will be performed for on-campus volunteers as deemed necessary.

Procedures for Off-Campus Volunteers with Children or Youth:

Off-campus activities include, but are not limited to the following: retreats, mission trips, camps, host homes for events, etc.

The potential off-campus volunteer must be an active participant of Bay Leaf for a period of at least six [6] months. The length of involvement will be verified by the Ministry Team Leader by checking the church database.

Volunteer Profile

- The volunteer will complete and submit a Children/Youth Volunteer Profile to the appropriate Ministry Team Leader.
- An additional profile will be given to youth leaders by the Student Pastor to those adults that assist in the leading of overnight Student Ministry trips.

Interview

- Volunteer applicants will be interviewed by the Ministry Team Leader.
- Interviews will be documented by the interviewer on an Interview Form.

Reference check will be conducted by the Ministry Team leader from the volunteer's previous church and will be recorded on a Reference Contact Form.

- Once the interview process is complete, all completed volunteer profiles and reference contact forms should be submitted to the Minister of Education.

Background Checks

- Volunteers may not begin serving until the background check is satisfactorily completed.
- The Minister of Education will supply the Business Manager with name(s) to be checked on the NC Sex Offender Registry. No additional background checks will be conducted, unless deemed necessary.
- The Business Manager will receive the results of

the completed check and return the volunteer profile to the Minister of Education who will share the results with the appropriate Ministry Team Leader with a response of either "eligible to serve" or "ineligible to serve" on the profile.

- The discriminating factors will be convictions of any form of sexual abuse.
- The applicant must not have been judged incompetent on the grounds of mental illness or have been committed to a mental institution.
- The Minister of Education will retain and confidentially archive all completed volunteer profiles and reference contact forms once the volunteer has begun to serve.

Supervision

The two-adult rule — At least two adults shall be assigned to work with classes, groups, or go on field trips or overnight trips. No adult should be alone with preschoolers/children/youth for an extended period of time. This will prevent opportunities for wrongdoing by the volunteers and also protect innocent volunteers from wrongful allegations against them.

1. Workers, paid or volunteer, in preschool and children's division of our ministry will observe the two-adult rule for church related programs.
2. Childcare and youth workers — paid or volunteer — in our ministry, will observe the two-adult rule. Should classes have only one adult present to lead a class or group, an additional adult worker must be located immediately. If none can be found or enlisted, the process of combining classes can be considered. Should combining classes not be possible, the class will not meet and children will need to be gathered by their parent(s).
3. We will attempt to provide classrooms with doors that provide a clear view access to the classroom.
4. Adequate supervisory personnel will be present for all events.
5. Programs are designed with appropriate age groupings in mind.
6. The two-adult rule will apply for field trips or overnight trips.
7. Any inappropriate behavior between an adult worker and a child or youth should be reported immediately to the Ministry Team Leader and shall

be investigated by the Minister of Education and the Ministry Team Leader.

8. Paid or volunteer workers should obtain the consent of the minor's parents or guardian before going out alone with that minor or spending time in an unsupervised situation. Such meetings or gatherings should only include same gender relationships. Workers should also notify the appropriate Ministry Team Leader of such meetings in advance.
9. The claim card system will be used with preschoolers for all church events.

Restroom Procedures

Kingdom Kids

Please use the diaper changing tables in each classroom. When possible change diapers in the presence of other volunteers or teachers.

Preschool

Allow each child as much privacy as possible. Check on children if they remain in the bathroom for what seems longer than normal.

If a child needs help with tights, buckles or buttons or clothing items, do not go into the bathroom and close the door. Prop the door against your body as you help the child.

Elementary

Escort elementary children to the bathroom. Take at least two children at a time.

Check the restroom before they go in to see who is present.

Allow the children complete privacy. Wait outside the door and do not allow other adults to enter until the children have come out.

Physical Contact

- Avoid the appearance of inappropriate behavior.
- Do not kiss a child or coax them to kiss you.
- Do not engage in extended "tickling."
- Sideways hugs are always best.
- Do not be alone with a child. Being together with others is great!
- Do not sit with an older child in your lap.
- Do not touch a child when disciplining him or her.
- Use direct eye contact and your voice to convey your message

Reporting and Responding Procedures

1. All allegations of child abuse will be investigated.
2. Any person, paid or volunteer, who has cause to suspect that any juvenile is abused or neglected shall report the incident at once to their Ministry Team Leader, who in turn should immediately report the incident to the Minister of Education.
3. The reporting individual will document in a timely manner the reasons for concerns on the Child Abuse Incident Reporting Form, see page 8, and be taken immediately to the Minister of Education.
4. The Minister of Education and Ministry Team Leader, in consultation with the Associate Pastor, will immediately investigate the allegation by talking with the child, the child's parents, any witnesses, and the accused to determine what further action is needed.
5. If the allegation is substantiated, the Minister of Education, in consultation with the Associate Pastor, will file a report with the Director of Social Services within 24 hours in compliance with North Carolina General Statutes 7B-301 and 7B-309
6. Should a report of child abuse warrant the filing of a report with the Director of Social Services, the worker, paid or volunteer, will be relieved of responsibilities by the Minister of Education.
7. If any response needs to be made to the media, the Associate Pastor will respond.