



**PRESCHOOL & CHILDREN'S MINISTRY
POLICIES AND PROCEDURES MANUAL**

Safety Policies & Procedures for Children’s Ministry

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Children’s Staff

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Definitions

- **Staff:** Person employed by Dauphin Way Baptist Church.
- **Preschool:** Birth through completed K5.
- **Children:** 1st through 6th grade
- **Youth Volunteer:** Student that is between the age of 13-18 years old and/or in the 7th through 12th grade.
- **Adult:** Any person 19 years of age or older.
- **Preschool & Children Worker/Volunteer:** 19 years of age or older persons who have filled out an application, been interviewed, passed a criminal background check, completed initial/ongoing training and have accepted a position as a non-paid worker for Dauphin Way Baptist Church. This person has been trained in all of the policies and procedures.
- **Ministry Coordinator:** Designated person who assists the Children's Ministry staff during ministry activities. This person is typically located in the vicinity of the check in stations.
- **Ministry Team:** All volunteers and staff that serve in the Children's Ministry.

Overview

As a ministry, all activities of the Dauphin Way Baptist Children's Ministry, including but not limited to behavior, dress, and speech, must be compatible with the mission and purpose of DWBC and guided by Biblical standards of Christian conduct.

The purpose of these policies and procedures is to provide a set of guidelines for the safe and orderly conduct of ministry activities. No attempt is made to be comprehensive, and all questions concerning these policies and procedures should be addressed to the Family Pastor who has the final say on all matters herein. These policies and procedures are a supplement to the governing documents of DWBC. Should any policy or procedure contained herein be found to be in conflict with the church governing documents, then those governing documents take precedence.

Safety is of the utmost importance. We recognize that any activity involves a certain level of inherent risk. While every attempt has been made to ensure that activities are conducted in the safest manner possible, any safety concerns should be brought to the immediate attention of a staff member. The safest environment is one in which *everyone* is looking out for the welfare of others.

General Classroom Policies

- 1) Parents are required to check in their child/children at the Welcome Desk to obtain the proper check-in badge and the parent badge necessary for pick-up.
- 2) Teachers and volunteers are not to accept a child into the classroom until the proper check-in has been completed.
- 3) Only parents or guardians with appropriate security badges will be allowed to pick up a child. If a parent has lost or misplaced a badge, permission to pick up a child **MUST** be authorized by a member of the Children's Ministry staff.
- 4) Children should be picked up promptly (less than 15 minutes) following the end of services or scheduled activities.
- 5) The two-adult rule will be followed at all times in classrooms. If adults are related by marriage, a third adult will be present in the room as well. An exception to the two- adult rule may be made, if, an approved youth is present to serve. (see Youth Volunteer definition)
- 6) Every volunteer working with preschoolers or children must have:
 - Been a member of and demonstrated a commitment to DWBC or a church of like faith for at least six months.
 - Completed a volunteer application form that includes two (unrelated) personal references.
 - Submit to a criminal background check.
 - Interview with a DWBC staff member.
 - Completed initial and be current in regular training.
- 7) Youth volunteers must attend an approved child care certification course or complete a DWBC training course in order to serve in a preschool or children's classroom.
- 8) Only approved volunteers and paid workers are permitted to help with preschool and children's activities.
- 9) All personal items (diaper bags, bottles, cups, etc.) must be labeled with the child's first and last names.
- 10) Any incident of injury or illness must be reported by the teacher or volunteer immediately to the Children/Preschool Director or Ministry Coordinator.

Safety

Safety in preschool and children's rooms is of critical importance. The following guidelines are to be followed:

- 1) All doors leading from the hallway to the preschool classrooms are split doors for easy viewing. The top half of the door should never be closed during the time when children are in the room.
- 2) Children are to be left in a classroom by a parent or guardian only when the teacher or volunteers are present. If only one volunteer is present, then the parent must wait until the second volunteer arrives or coordinate this with the Ministry Coordinator.
- 3) The restrooms for preschool classes are located in the class rooms. A teacher must assist the child and the restroom door must be propped open at all times. (See Bathroom Policies)
- 4) All preschool and children's equipment and resources should be free of sharp or broken edges and sharp parts. When items are found like this, they must be removed from the children and brought to the attention of the Children's Ministry Director.
- 5) Under NO circumstances should a volunteer administer medication.
- 6) Parents are required to notify our Children's Ministry team if and when their child is diagnosed with ANY ALLERGY (Food, Plant, Insect or Animal, etc.).
- 7) Please keep our ministry team updated with this information and any necessary steps that need to be taken in the event of an allergic reaction. * If an epi-pen is needed, parents are expected to provide this medication and to be available to administer it during church services and/or other activities.
- 8) In the event of an injury or allergic reaction, parents will be notified immediately. Our medical responders will be asked to assist our volunteers and staff with assessment and intervention.
- 9) Teachers and volunteers will serve only the snacks provided. Snacks for special occasions or holidays, may be offered upon approval of the Children's Ministry Director or Coordinator.
- 10) The personal use of cell phones is strictly prohibited.
- 11) Photography of children, without written parental permission is strictly prohibited.

Security

To ensure the security of our children, the following guidelines have been established and must be followed:

- 1) Prior to entering a classroom, parents must check in their child/children at the Welcome Desk. Parents or guardians must submit the corresponding security badge in order to pick up their child. If the badge is lost, parents must receive permission from the Children's Ministry Director or Ministry Coordinator prior to picking up their child.
- 2) Workers must match the security badge from the parent to the number assigned to the child's badge in order to release the child. Workers are not ever allowed to release a child without the badge number.
- 3) Parents are asked to inform the Children's Ministry Director of any legal, custody or guardianship issues that might cause a security concern for a child.
- 4) There is a two-adult (non-related) rule followed at all times in a classroom. No one will be allowed to work alone in a classroom. (see page 2 #5)
- 5) The Children's Minister Director or Ministry Coordinator will periodically check on each class during Sunday School, worship services, and other activities to make sure things are going well.
- 6) All preschool and children's workers will wear a name badge to identify them as approved workers in the classroom.
- 7) Name badges must be worn at all times while in a classroom or at an activity.
- 8) Preschoolers are to be dropped off and picked up by adults only. Children will not be released to children!
- 9) Classroom visits are not allowed.
- 10) All traffic in the preschool and children's halls is restricted to parents, preschool and children's workers, and DWBC staff.

Emergencies

- 1) In the event of an emergency, remain calm and keep any injured and all other children as calm as possible.
- 2) Do not move the injured child or leave them alone (unless it is an unsafe location).
- 3) Send someone to find a Ministry Coordinator or staff member for assistance.
- 4) The Ministry Coordinator or staff member will contact the parents, a medical team member and/or call 911 if necessary.
- 5) A DWBC staff member will assist the medical team member to ensure compliance with DWBC emergency policies.
- 6) In extreme emergencies in which it is determined that a child needs to be transported to a hospital and the parents cannot be located in time, the staff member will accompany the child to the hospital.
- 7) All volunteers and staff members involved in the emergency will write out a report of what happened immediately following the emergency and turn it in to the Children's Ministry Director or Children's Associate.
- 8) The Children's Ministry Director or Children's Associate will collect all reports and will complete a DWBC incident form.
- 9) In the event of inclement weather, teachers will be directed to move children into an interior hallway or against an interior wall. A staff member will give the all-clear signal.
- 10) In the event of an active shooter situation, teachers should make a quick decision to:
 - 11) Get children out of the building as quickly as possible.
 - 12) If not possible, then close, lock, and barricade the interior door until given the all clear signal from a staff member or the police.

Preschool Bathroom Policies (Bathrooms within Classrooms)

- 1) Only allow one child in the bathroom at a time.
- 2) Never allow yourself to be in a bathroom with a child alone.
- 3) Only women may assist or escort children to the bathrooms.
- 4) If a child can go on their own, let them. Stand by the door to assist, if necessary, with the door propped open at all times.
- 5) If your assistance is needed, ask another volunteer to stand at the door and watch you as you assist the child. You should never assist a child alone!

Children's Bathroom Policies

- 1) Before allowing children into the bathroom, check to make sure there are no adults or teenagers in the bathroom. In case of bathrooms with multiple stalls, the volunteer must stand outside of the stall.
- 2) Line children up along the wall outside the bathroom, allowing them to take turns. (If bathroom can accommodate multiple children, let several in at a time.)
- 3) The two-adult rule applies to taking children to the bathroom. The second person can be the security person in the Dauphin St. foyer.
- 4) Do not allow children to lock themselves in the bathroom.
- 5) If a child needs assistance, only enter the bathroom with another adult volunteer in the doorway.
- 6) An adult male volunteer can accompany a female adult leader on bathroom duty, but he must remain outside the bathroom door to assist with the children waiting in line to enter bathroom or return to the classroom.

Diaper Changing Policies

- 1) In each classroom for babies, toddlers and 2-year old, a changing table or designated changing station is provided.
- 2) Only women are allowed to change diapers.
- 3) Check children periodically to determine when a diaper change is necessary and always make sure diapers have been changed just prior to pick up.
- 4) Please wear the provided gloves and place the child on the changing table or station, on top of the wax paper, while changing the diaper.
- 5) Wrap the soiled diaper in the wax paper before placing it in the diaper disposal container. Remove and dispose of gloves.
- 6) Wash hands before and after changing diapers, wiping noses, feeding a baby, serving snacks or blotting spit up.

Appropriate and Inappropriate Behavior

The following are examples of appropriate physical contact:

- Side hugs
- High fives / fist bumps
- Arm around shoulders
- Hand holding with small children

The following are examples of inappropriate physical contact:

- Tickling
- Wrestling
- Horseplay
- Massages
- Larger than a toddler sitting in an adult's lap
- Front or back hugs
- Touching anywhere that a bathing suit would cover
- In bed together
- Either child or adult naked in the presence of the other

Reporting Procedures

The purpose of these procedures is to facilitate the timely and accurate reporting of any child abuse allegations.

- 1) Every adult worker or volunteer whether paid or not is responsible for reporting any suspicion of child abuse.
- 2) Volunteers and workers should report suspicions of child abuse to a church staff member.
- 3) The staff member will determine the level of authorities to which the allegation needs to be reported.
- 4) No report should be made external to the church without the knowledge of a staff member.
- 5) If the suspicious activity involves a staff member, then the worker or volunteer should seek a different staff member to report the suspicion.
- 6) It is not the role of anyone in the organization to investigate or evaluate allegations.

Some General Overall Guidelines

- 1) No unmonitored one on one contact with a child at any time.
- 2) Visibility into all rooms should be maintained when possible.
- 3) Activities should take place in plain sight.
- 4) In the event that a worker finds himself/herself alone with a child, he or she should move to a location where someone else will see them.

Worship Care/ King's Way Kids Worship Volunteers Key Characteristics and

Qualifications:

- 1) Willingness to care for and teach children.
- 2) Understand that this is a ministry to teach and love our children, not babysitting.
- 3) Willingness to share God's love with children of different ages and backgrounds.
- 4) Only designated workers who have:
 - Completed the DWBC volunteer application.
 - Submitted to a background check.
 - Been a member of DWBC for a minimum of six months and had consistent attendance in worship and church activities.
- 5)Willingness to abide by DWBC Children's Ministry policies and procedures.

Responsibilities:

- 1) Serve on a rotating basis.
- 2) Arrange for a substitute or switch date with another volunteer if you have to miss your assigned date and notify the coordinator of the change.
- 3) Abide by DWBC policies and procedures.
- 4) Provide the highest level of care for our children.
- 5) Never release a child without the proper badge or badge name or number. If parent does not have the proper badge have them see the Ministry Coordinator.
- 6) Please pick up toys, books, puzzles, etc.. Store any materials and supplies in appropriate places and straighten room.
- 7) Turn off lights.

Worship Care/ King's Way Kids Worship Guidelines

- 1) Read and commit to adhering to all Worship Care Guidelines and ministry policies and procedures.
- 2) Enter classroom at your assigned time, which at this time is 10:15. This time allows for our Sunday School teachers to leave in time to attend the worship service and facilitate a smooth transition between the teachers and volunteers.
- 3) Enforce established safety and security procedures at all times.
- 4) It is your responsibility to enlist an approved substitute if you are unable to serve on your assigned Sunday. Please inform the Children's Ministry prior to the scheduled Sunday if this occur.
- 5) Please wash hands before entering and leaving the classroom.
- 6) Change diapers as needed. Please wear gloves provided and place child on the changing table paper. Wrap soiled diaper in the paper before placing it in the diaper dispenser. Note: Only women are allowed to change diapers.
- 7) Wash hands following diaper changes, wiping noses, assisting in the restroom, etc.
- 8) To avoid allergy concerns, serve only the provided snack. Allergy alerts are noted on a child's name tag.
- 9) Promote positive behavior: inside voices, walking feet, gentle touches.
- 10) All volunteers are required to wear a name tag while in a classroom. These can be picked up at the registration desk before going to their assigned classroom.
- 11) When appropriate, take infants and toddlers for a ride in a stroller or buggy, located in the preschool hallway; two adult volunteers may push the buggy around the preschool hall, or around the perimeter of the auditorium, except for the children's hall, as long as the children are quiet.
- 12) Preschoolers may also be taken to the playground, weather permitting. Ministry Coordinator can assist in this. (See Playground Procedures)
- 13) For first aid needs, contact the Ministry Assistant. Complete incident report form. (Refer to the emergency section)
- 14) Check and change diapers again before parent pick up.
- 15) Make brief, positive statements to parents. Report other concerns to Ministry Coordinator or Children's Ministry staff.
- 16) Match parent pick-up badges to child's badge before releasing child.

Playground Procedures

- Three playgrounds are available for use with preschoolers.
 - Each playground is outfitted with age-appropriate equipment.
 - Volunteers are encouraged to take children outside for a time of play when time and weather permits.
- 1) The two-adult rule applies with playgrounds as with all other areas. The Ministry Coordinator will be available to assist.
 - 2) Playgrounds are locked at all times. The Children's Ministry Director or Ministry Coordinator will unlock the gate for you and provide you with a fob to use to reenter the preschool hall.
 - 3) At no time should ANY exterior doors be propped open.
 - 4) While on the playground, the children must be watched at all times. Positive play must be encouraged.
 - 5) Children will not be allowed to play in a rough manner in order to ensure the safety of all.
 - 6) If a child continues to disobey the rules of safety, the volunteer should have the child sit with the adult for a few minutes or until they can play correctly.
 - 7) In case of an injury, refer to information previously stated regarding injuries and emergencies.
 - 8) Workers need to remain aware of possible hazardous or inclement weather conditions, and return indoors.
 - 9) No visitors are allowed on the playground at any time.
 - 10) Before returning to the classroom, all children must be accounted for, lined up and walked back to the preschool hall.

*“Only be careful,
and watch yourselves closely
so that you do not forget the things your eyes have seen
or let them fade from your heart as long as you live.*

*Teach them to your children
and to their children after them.”*

Deuteronomy 4:9