

ZION CHURCH OF KURTEN

CHILD SAFETY POLICIES

REQUIRED VOLUNTEER FORMS

- Volunteer application (signed & dated)
- Personal Reference form (signed & dated)
- Applicant Questions form
- Authorization for Criminal/Court Records Check (signed & dated)
- Confidential Information form
- Family Ministry Covenant (signed & dated)
- Acknowledgment of training on Child Abuse and/or Neglect (signed & dated)
- Acknowledgement of training on Zion's Child Safety Policies (signed & dated)
- Permission to Release form, if necessary (signed & dated)
- Consent for Use of Photographs on Web Site form, if necessary (signed & dated)

TWO ADULT POLICY

- No less than two **ADULT** (21 & over) volunteers will be present for all children's activities regardless of the number of participants, location, and/or activities
- Minor volunteers may assist adult volunteers but they may not replace them

PHYSICAL CONTACT POLICY

- Physical contact should be appropriate to the age of the child, youth, or young adult (a 4-year-old may sit on a volunteer's lap but it is not appropriate between youth and/or young adults and the youth leader)
- Physical contact should be initiated by the child in response to a need for comforting, encouragement, and/or affection
- Appropriate physical contact should be given only when and where it can be observed by others
- Physical contact should not give any appearance of wrongdoing
- A child's preference to **NOT** be touched should be respected – affection should not be forced upon a reluctant child
- Hitting, spanking, and/or other forms of physical discipline by a volunteer are **NEVER** permitted
- Volunteers must **PROMPTLY** discuss inappropriate or questionable behavior by other volunteers with the Senior Pastor and/or the Family Ministries Director

RESTROOM POLICY

- Parents should take children to the restroom **PRIOR** to each class
- Diaper changing should be done in view of other volunteers
- Men may not assist girls in the restroom with any personal task (buttoning shirt, tucking in shirt, zipping pants, etc.)
- Minors (under 18) may not assist children in the restroom
- No adult other than the child's parent should be alone and unobserved in the restroom with a child
- **Toddlers – Age 5** will be taken for group bathroom breaks by TWO volunteers; make sure there is no one in the restroom, prop the door open, and wait in the hallway for the children as they finish; if a child needs assistance with a personal task, leave the bathroom door open so that the child and the volunteer are in view of the other volunteer(s) while protecting the child's privacy as much as possible
- **Age 5 – Grade 5** may go with one "buddy" of the same sex and within a short time limit; If children exceed the time limit, an adult will immediately go to the restroom, prop the door open, remain outside the restroom, and remind the children to finish as quickly as possible
- **Grade 6 – Senior High** may go alone or if appropriate with one "buddy" of the same sex, and within a short time limit

SIGN IN/SIGN OUT POLICY

- Children may not be released to older siblings, cousins, etc. unless WRITTEN permission is received by the parent or guardian; a Permission to Release form will be attached to the Awana registration packet
- **NURSERY & PUGGLES**– parents will fill out the sign-in/sign-out sheet, including the Pager # they are given when they drop their child(ren) off
- **SUNDAY SCHOOL** – attendance will be taken at the start of Sunday School; at pick up, parents will initial the attendance sheet to sign their child out
- **CHILDREN'S CHURCH** – attendance will be taken at the start of Children's Church; at pick up, parents will initial the attendance sheet to sign their child out
- **CUBBIES** – will be picked up from their classroom
- **SPARKS** – will be picked up from their classroom
- **T & T** – will be picked up from their classroom
- **TREK** – will be picked up from a designated area in the sanctuary
- **JOURNEY** – will be released on their own at the end of the Awana evening

ACCIDENT/INJURY POLICY

- An accident/injury form must be filled out for any incident that causes a bump to form, requires ice, draws blood (like a gash, not a "strawberry"), or causes any other concern
- A First-Aid Kit is located on top of the refrigerator in the Family Center and in the Sunday School building
- Zion Church of Kurten will not administer ANY medications; It will only assist with the administration of Epi Pens & Inhalers or anything else deemed MEDICALLY NECESSARY by a doctor
- Inform Senior Pastor and/or Family Ministry Director of the incident

WELL CHILD POLICY

In order to protect the health of all the children, ***please keep children home if they have been on antibiotics for LESS than 24 hours or if they have experienced any of the following symptoms in the LAST 24 hours:***

- Fever over 100.4 (child should be fever free for 24 hours without the aid of medication)
- Vomiting
- Diarrhea
- Skin rashes or eruptions (except diaper rash)
- Coughing associated with a respiratory infection
- Runny nose with a yellow or green discharge
- Yellow or green drainage from the eye
- Parasites such as nits, lice, mites, or ringworm
- Drainage in any form from the ear

CONFIDENTIALITY POLICY

- All reports of Child Abuse and/or Neglect will be ABSOLUTELY confidential
- Information is shared only with the reporting agency, the Senior Pastor, and/or the Family Ministry Director
- A breach in confidentiality is grounds for immediate removal from the volunteer position