



*Helping people know and follow Jesus, one child at a time.*

**As a KidVenture team member, you know you are thriving when you:**

**Create safe and fun environments to better pursue God in.  
Build meaningful relationships in order to build community.  
Partner with parents and family so we as a church can be inspired to unleash compassion together.**

**Each phase of a child's life comes with unique needs, changes, and challenges. No matter what phase of life they're in, relationships create a safe space for kids to resolve who they are and bring clarity to the things they are facing.**

**Kids ministry is not childcare. By serving in KidVenture, you are changing the landscape of eternity. Imagine a new first-time guest. You may be the only one who has ever told them about the love of Jesus. What an awesome privilege that is! We fill our classes with intentional moments to help kids know and follow Jesus in a developmentally appropriate way. It is through your time, gifts, talents, and faithfulness that we have the opportunity to partner together to be the ones who make a real change in kids lives for eternity. Thank you for your willingness to be used by God to do His work.**

# **KidVenture Safety & Security**

KidVenture policies and procedures exist for the protection of the children we serve, as well as our volunteers. Following these safety and security guidelines is a large part of your role when serving as a volunteer. You must observe these policies even with your own children who may be in your class, as a casual observer may not know that you are the parent and we want to display care and safety at all times. Please take a moment to review the following policies and please do not hesitate to ask questions should they arise.

## **Suggested Adult to Child Ratios**

1:2 ratio for 2 months - 9 months

1:4 ratio for 10 months - 23 months

1:6 ratio for 2 years - 3 years

1:8 ratio for 4 years - 5 years

1:10 ratio for 6 years - grade 5

## **Basic Safety**

- Never be alone with a child in a room with the door closed or leave a child unattended.
- If at anytime you feel threatened or witness a threatening situation, please contact a staff member immediately.
- Electronic devices should be kept easily accessible at all times but only used for emergencies while serving in KidVenture, not for streaming or scrolling.
- You must have consent from a parent to take and/or post photos of children.
- Name tags must be worn for identification at all times while serving.
- Rooms must be cleaned and reset after each service.

## **Appropriate Contact with Children**

- Hugging should only be done if a child initiates the contact. A quick side hug or a high five are acceptable forms of affection. Extended hugs, tickles, or prolonged physical contact is not appropriate in KidVenture.
- No kissing or coaxing a child to kiss you.
- If a child insists on sitting on your lap, move them to sit next to you.
- Never touch a child in any area that would be covered by a bathing suit.
- Never throw or toss a child or engage in horseplay.

## **Lockdown Procedures**

Stay calm. Close classroom doors and lock the handle. Move the children to an area of your classroom that is least visible from the hallways and window. Do not open the door for anyone. Once the situation is resolved, a staff member will unlock the door with a key. Keep the children as quiet and calm as possible. Sing, pray, play quiet games, or read stories. Assure them that our God is great and do not address the situation with the children that are present.

## **Missing Child Procedures**

Time is critical if a child is missing. Volunteers should contact a staff member immediately with the following information:

- Name / Age / Sex
- Color of hair, clothes, skin, etc.
- Classroom where child was checked into and last seen.

The person reporting the lost child should remain with the staff member until further direction is given.

## **Accidents, Injuries, & Medical Emergencies**

- Assess the situation: Does the child need immediate medical attention?
- Stay with the child and send a fellow volunteer to notify a staff member and parent or guardian.
- In the case of a serious, life-threatening emergency, call 911.
- There is a first aid kit located in each classroom with bandaids and other simple first aid items. If there is no need for immediate medical attention, treat the minor injury and notify the parent at the end of class.
- There is a defibrillator and full first aid kit located in the alcove across from the men's bathroom.
- If a bodily fluid is left on a surface, please immediately clear the area of people and notify a staff member.

## **Allergies**

Parents are responsible for notifying the team of known allergies. Please ensure that you check the printed name tag for each child to be informed of allergies and act accordingly. KidVenture volunteers should not administer medication on their own; please contact a staff member and parent should a need arise.

## **Well Child Policy**

In order to promote health and wellness in all children, any child who is ill or appears ill cannot be left in KidVenture.

A child should not be left in our care if any of the following exist:

- Fever
- Vomiting and/or diarrhea
- Any symptoms of usual childhood diseases (including but not limited to: scarlet fever, measles, mumps, chicken pox, whooping cough, and hand, foot and mouth).
- Sore throat and/or bad cough
- Pink eye
- Parasites (nits, lice, ringworm, etc).
- Runny nose with thick yellow or green discharge

Children must be symptom free for 24 hours before returning to children's ministry. If one of these symptoms begins while a child is in our care, please immediately notify a staff member so that the parent can be contacted to pick the child up immediately.

## **Bathroom Policies**

- Never allow yourself to be in a bathroom with a child alone.
- Check to make sure no other people are using the bathroom prior to allowing the children into the bathroom. Do not let others enter while on a bathroom trip.
- Only background checked volunteers may take a child to the bathroom. You may not enter the bathroom with the child; propping the door open is permitted so there can be monitoring from the hallway.
- If assistance is required and a volunteer needs to help a child who is in the bathroom, there must be another background checked volunteer present during the assistance.
- Allow no more than three children in the bathroom at one time (one child per stall).

## **Diaper Changing Policies**

- Only background checked adults may change a diaper.
- Make sure all supplies are ready before placing a child on the changing table.

- Never move away from or turn your back to a child on the changing table.
- Please new, clean changing pad under each child before changing the diaper.
- Dispose of diapers, wipes, and changing papers immediately.
- Wash hands with soap and water or hand sanitizer after every diaper change.
- You may not administer any form of diaper cream or rash medication.

## **Volunteer Identification & Visiting Adults**

- All volunteers are required to wear a name tag while in a classroom.
- Parents or guardians of children must remain on campus for the duration of the child's stay with KidVenture.
- If a person is interested in observing a class, they must get permission and register as a visitor with a staff member and get a temporary name tag. These visitors will not be allowed to lead a group of children or be alone in any capacity with children. Any person without a name tag in classroom will be asked to leave.
- Parents may remain in classroom up to 10 minutes after the service begins if they are concerned with the transition for their child, but may not remain more than 10 minutes due to a lack of identification and background check. If a child cannot be soothed with parent in the room, reassure parent that we are prepared to handle the upset child and verify what amount of time we should allow to pass before contacting them in the service.

## **Suspected Child Abuse or Neglect**

If you observe behavior, or a child tells you directly of something, that may indicate a child being maltreated physically, emotionally, and/or sexually, notify a staff member immediately.

If you, as a volunteer, have reasonable cause to believe that any person who has contact with children during their time in KidVenture has impure motives and/or shows signs that they may have the capacity to harm children in any way, report your suspicions to a staff member.

Confidentiality must be maintained as much as possible. You may be asked to complete a suspected child abuse form. Do not discuss the suspected abuse with any other volunteers, parents, etc. All information should be brought to a staff member and kept confidential beyond them and the proper authorities.

## **Dress Code**

All volunteers are required to wear pants, jeans, or shorts 4" in inseam length or longer. Be prepared in clothes that can handle fun! There may be times we get messy. Please refrain from wearing dresses or skirts that make it difficult to be on the floor with children. Please make sure your clothes are neat in appearance. No shoes are allowed on the nursery floor to keep the classroom as sanitary as possible.

## **Check in & Check out**

All children must be checked in at one of our kiosks before entering a classroom. First time guests must create a profile for their family.

When a child is brought to the classroom door, the following procedures are used:

- Greet each family at the door. Welcome each child by name with a smile.
- Don't be afraid to take charge and tell parents we will call if an anxious child has a hard time separating.
- Ask/Note any allergies.
- Label belongings as needed.

Before a child leaves the classroom, please ensure the child is being released to the proper adult. Make sure that you address each child upon their exit ("see you next week!").

Stay in the classroom until all children have been accounted for.

## **Fire Drill Policy**

In the case of a fire alarm going off, calmly gather kids into a line and do a headcount (make sure to keep in mind kids who may be in the bathroom).

Immediately evacuate -through back door - to primary rendezvous area (north end of parking lot) and verify head count still matches. Face children away from building. Wait for staff member to take attendance by name from check-in list before allowing children to go with their parents. Parent may stay with class until child is released by a staff member. No one is to leave the area in their own vehicle until the incident commander gives the "all clear". The area directly in front of the main doors must be left clear for emergencies.





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## **LEADING A CHILD TO CHRIST**

To lead a child to Christ is the greatest privilege of all. Trust Him to give you the words and watch Him do the miracles! Remember, children cannot be "made" to accept and follow Jesus Christ. That happens only with the help of the Holy Spirit when the child is ready.

- **Share the Bible:** Tell the Gospel in clear, age-appropriate words. Use simple phrases, not "Christian-ese". Describe how God is holy, loving, perfect, and cannot ignore sin. Make it clear that everyone has sinned and that, out of love for us, God sent his son Jesus to pay for our sins by dying on the cross.
- **Say the prayer:** It is not enough just to believe the gospel. We must accept the free gift of forgiveness and say with our lips: "Jesus Christ is Lord and Savior of my life". If a child is ready to receive this free gift, use the ABC acronym to guide the child with what to pray (let them pray on their own, do not have them repeat your words):
  - **A - Admit your sins and Ask for forgiveness**
  - **B - Belief in Jesus.** Believe that Jesus is the Son of God who died on the cross for our sins.
  - **C - Choose to follow Jesus the rest of your life.**
- **Celebrate!** Tell them Jesus is their forever friend and Savior and will never leave them.
- **Follow up:** Make sure to tell the parents of the decision their child made. In the weeks that follow, continue to ask about the child's growth. Help them apply God's word to every day life.
- **Baptism and the baptism class is done by request.** Please contact a staff member for further direction.