

CHILD ABUSE AWARENESS AND PREVENTION

PROTECTING YOURSELF AND OTHERS

Sunset Presbyterian Church
Children's Ministry

Our ministry

To work with children is an honor.

We are planting the seeds of God's word
and His love in a child's heart.

It is our duty to provide these precious ones
with the safest environment possible.

Protect yourself

- At least 2 volunteers present to:
 - Ensure assistance in case of emergency
 - Protect the child from possibility of abuse
 - Protect the worker against a false accusation

Checklist for volunteers

- Obey the “two deep” rule
- Remain observable by other adults at all times
- Avoid impropriety
- Treat children with dignity

Physical Contact

Appropriate expressions include:

- Hugs
- Pat on the back
- Prayer
- Physical care

Care will be taken that physical expressions of affection are not excessive or imposed upon another individual.

Bathroom Policies

- Diaper Changing

- Designated volunteers or staff members only

- Preschool bathroom help

- Adult may help child in-class restroom only if there is an expressed need, maintaining visibility with other adult

- Elementary bathroom

- Maintain “two deep” rule and clear restrooms before children enter

Discipline Guidelines

- Give clear directions at children's level of understanding
- If misbehavior occurs, remind child of appropriate conduct, eye to eye and on their level
- Inform directors if misbehavior continues

Abuse - Defined

“Child Abuse” is defined by the state of Oregon as any physical or mental injury to a child, not caused by accident which results in observable and substantial impairment of a child’s mental ability or function.

- Physical Abuse – Any injury to a child that is not accidental
- Neglect – Failing to provide adequate food, clothing, shelter, supervision or medical care
- Abandonment & Mental Injury – Parental behavior showing intent to permanently give up all rights and claims to a child.
- Sexual Abuse – When a person uses or attempts to use a child for their own sexual gratification
- Threat of harm – Subjecting a child to substantial risk of harm to his/her health or welfare.

Responding to an abuse victim

- Tell the child you believe them and you will contact people who will help
- Respect child's privacy – do not share information with other volunteers, friends, etc.
- Do not ask for details, display shock, horror, or disapproval of the child, parents, or situation
- Believe the child and take action

Abuse can happen to anyone and is usually committed by someone “known” by the victim.

What do I do next?

- Take any report of abuse seriously and follow these steps:
 - Only ask who has abused the child if the immediate safety of the child is at risk
 - Report the suspected/reported abuse to a member of CM staff or coordinator you are working under
 - Do not interview the child
 - Maintain confidentiality
 - Complete an Incident Report Form

Thank you

We take safety and security of our volunteers and children seriously

□ Questions? – Please contact CM Staff Directors

□ Kathy Crick, Children's Ministry Director

□ Melissa Andersen, Early Childhood Team Director

□ Final Step – Please complete the Safety & Security Quiz

Fire Evacuation for Children's Ministry

1. When the alarm sounds get the children to quiet down and move toward the door.
2. Pick up the emergency back pack and take out the rope (pre-school only)
3. Take the attendance roster with you.
4. Pre-school children will line up and take hold of the rope before leaving the room.
5. All children and volunteers/staff will exit according to the fire escape route shown on the wall of the room you are in.
6. Move the children to the evacuation area in the Southeast corner of the Church property. There are signs in the parking lot telling you which area to stand in.
7. Infants will be placed in Evacuation Cribs and then move to the Southeast corner of the Church property.
8. When you arrive at the rally point at the Southeast corner of the Church property take attendance to insure you have all your children.
9. Once you have done step #8 hold up a colored card (Red = missing a child or problem, Green = I have all my children).
10. Wait for further instructions.

Evacuation Check-out Procedures for Children

1. A perimeter will be established around the Southeast corner of the Church property by security/staff.
2. Parents will be assembled around the perimeter until an “all clear” signal is given by Security to release children to their parent/guardian.
3. Parents will present claim tag # to classroom volunteer(s).
4. Classroom volunteer(s) will verify claim tag # matches child’s name tag #.
5. Classroom volunteer(s) will collect child’s name tag and verified claim tag #, then release child to parent/guardian.
6. Parent/guardian will be allowed back into the building to collect additional personal property (i.e. diaper bags, coats, etc.) only after Security has deemed the building secure/safe for re-entry.

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Safety and Security Requirements

Name (print): _____

Date completed: _____

Safety & Security Quiz – [VIDEO LINK](#) Also found on the Sunsetpres.org website under Children's Ministry (at the very bottom of this web page will be instructions and links needed)

1. Why do we need security and safety policies and procedures?
2. Who is on the Safety and Security Team?
3. What is the "Two-deep" Rule?
4. What do you do if you see someone who does not have a proper badge/name tag?
5. What are the proper bathroom procedures for taking a child to the restroom?
6. What do you do if the fire alarm goes off? Where is the "gathering area"?
7. What do you do if a child has a minor cut or scrape?

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Safety and Security Requirements

8. What do you do if you encounter a somewhat "hostile" adult?

9. How should you respond to a victim of abuse that is reported to you?

10. List some of the "appropriate expressions of physical contact" that are allowed when working with children at Sunset Presbyterian Church.

Statement of Understanding

I understand that as a volunteer in Children's Ministry at Sunset Presbyterian Church I am responsible for adhering to all Safety and Security policies, procedures and requirements set forth by the church and agree that I have read and/or reviewed the following (check all that apply):

- I have viewed the Safety and Security video in its entirety
- I have read and reviewed the Fire Drill/Evacuation Procedures
- I have read and reviewed the Child Abuse Prevention and Awareness information

Volunteer Name (Printed)

Volunteer (Signature)

____/____/_____
Dated