

CHILD SAFETY POLICY FOR GARDEN CITY CHURCH OF CHRIST (GCCC)

From the Child Safety Team (CST) and Elders. Updated 4/6/16.

DEFINITIONS: “Youth Worker”, or “Worker”, includes Assistants and Teachers.

An Assistant is defined as someone who is at least 14 years old, in the 8th grade, completed a Screening Form, and is approved by the CST.

A Teacher is defined as someone who not only meets the requirements of an Assistant but also has been a member of GCCC for at least 6 months and is approved by the Elders.

An Adult is defined as someone age 21 or older who meets either the requirements for an Assistant or a Teacher.

SCREENING FORM: All Workers complete a Children or Youth Work Screening Form (see CST or church office).

BACKGROUND CHECK: All Workers 18 or older complete a background check (see CST or church office). For online background check go to <https://www.MinistryOpportunities.org/HilltopChristian>

TWO YOUTH-WORKER RULE: Two Workers, including one Adult, should always be present with children. If, momentarily, only one Worker is available, remain visible such as by keeping a door open.

DIAPER CHANGES AND RESTROOMS: When changing a diaper or assisting a child in a restroom, have another Worker in view. If no second Worker available, the Worker should remain in view with an open doorway. Preschoolers should be attended at an open doorway to the restroom, and not left alone.

DROP-OFF AND PICK UP: Parents/guardians sign in their child at the entrance to the appropriate classroom or nursery. They also write down who is approved to later pick up the child. The person dropping off the child is given a card (or name tag) which will be required upon pick-up.

ILLNESS & EMERGENCY: If a child seems ill, the Worker will return the child to the parent/guardian immediately. Workers who are ill will find a replacement. If a child has an emergency health situation, no medications will be administered without the express written consent of the parent/guardian by way of a Medical Release Form available at the church office. First aid boxes are available and Workers will review their location and contents regularly. Parents/guardians will be notified immediately of an emergency and 911 will be called if appropriate.

PLAYGROUND: Children pre-school and younger will have an Adult present. A class should have a restroom break before exiting the building so that children and Workers can remain together outside.

BEHAVIOR: Workers will use “time-outs” for preschooler behavioral problems, with one minute for each year of age (example: 4 minutes for a 4-year old). If problems persist, the Worker will notify the parent/guardian.

WORKER BEHAVIOR: Workers will behave respectably as examples of Christ. Inappropriate touching will not be tolerated, including extended hugging, kissing, or placing a child on the lap.

FOOD ALLERGIES AND SNACKS: Parents/guardians are to inform Workers of any food allergies or preferences on food or drink items. Workers will respect those directives and read all ingredients.

PARTIES AND FIELD TRIPS: The event must have two or more Adults present. A permission form signed by a parent/guardian must be submitted if the church provides transportation or otherwise asks for it.

REPORTING PROCEDURES: GCCC will follow Indiana laws for any valid suspicion of abuse or neglect. The CST will also follow their written procedures for such allegations. Workers will report their suspicions to the CST and Child Protective Services will be contacted as appropriate, and Elders notified. All information will be documented.

TRAINING: All Workers will be expected to attend regular child safety training sessions at GCCC.