



growing & sharing together

SHERWOOD OAKS CHRISTIAN CHURCH

Policies Summary

-Bloomington East-

Background Checks

To protect the children, staff, and volunteers, we use the following systems to check the backgrounds of the volunteers:

- **Protect My Ministry** – This check is required for all regular volunteers. It takes about a week for the report to arrive.
- **Indiana Court Record Search** – For cases when the Protect My Ministry report doesn't arrive before the volunteer serves or for people who serve occasionally as emergency back-ups (parent subs, etc.), perform this search. Go to <http://mycase.in.gov/default.aspx>. Use the volunteer's name to do a Criminal Case search by "defendant" and Civil Case search by "party."
- **National Sex Offender Search** – For cases when the Protect My Ministry report doesn't arrive before the volunteer serves or for people who serve occasionally as emergency back-ups (parent subs, etc.), perform this search. Go to <http://www.familywatchdog.us>. Search by name and highlight all states by holding down "shift" and "control" and highlighting the first and last state.
- **References** – If a volunteer is under 18 years old, feel free to request a list of references.

Child Image Release Policy

To respect the privacy of the families that participate in SK! programs and events, we request parent/guardian consent before using a child's image in any Sherwood Oaks publication.

Never-Evers

Volunteers should NEVER EVER...

...swing, toss, throw, hit, shake, flip, tickle, wrestle with, etc. children.

...leave children unattended.

...be alone with a child or be behind closed doors with a child. (A volunteer is not alone if (1) there is another volunteer—student leader or adult—in the room or (2) there is an area manager overseeing the rooms.)

Discipline Policy

Sherwood Kids sees behavior problems as opportunities to teach the kids. Here are some approaches to discipline that we recommend. (If additional help is needed, however, an adult volunteer, the Director, or the parents should be consulted.)

1. Positive Alternatives:

While this tool is appropriate for kids of all ages, it is particularly useful for younger ones. It allows the leader to guide the child's behavior while giving the child some independence.

The following are some examples:

-"You're not allowed to run, but you may do the craft or build with blocks."

-"You may choose to sit quietly with the group or in the corner by yourself."

2. Positive Conclusion:

This tool is appropriate for school-age kids and some preschoolers. It is composed of five simple steps—three questions and two statements. The goal is to use moments of discipline

to positively affect the child's behavior, the child's heart, and leader's relationship with the child. Here's how it works:

Mr. Joe tells Sally to stop running, and Sally acknowledges his instruction. However, two minutes later, he sees Sally running again.

Mr. Joe says, "Sally, **you need to take a break**. Let me know when you're ready to talk."
(Use 'take a break' instead of 'time out' and let the child determine the length of the break.)

Sally approaches Mr. Joe after she takes a break and says, "I'm ready."

Mr. Joe asks the first question, "**What did you do wrong?**"
(This question allows the child to take responsibility for his or her actions.)

Sally answers, "I ran."

Mr. Joe asks the second question, "**Why was that wrong?**"
(This question addresses the heart/values you want to cultivate in the child.)

Sally hesitates, "Because I disobeyed you."

Mr. Joe asks the third question, "**What are you going to do differently next time?**"
(This question produces a positive discussion between the child and the leader.)

Sally decides, "I will walk and not run."

Finally, Mr. Joe says, "**Go ahead and try again!**"
(This statement allows you to communicate that you believe the child can do it.)

3. Other Discipline Options:

- Logical Consequences
- Withholding Privileges

Standards of Personal Behavior

By entering into a leadership role in Sherwood Kids, a volunteer is entering into a position of spiritual influence. The kids watch volunteers closely and take what they say seriously, which is a good thing. So, volunteers should be role models. The challenge is that being a role model is all-encompassing, meaning that a volunteer's lifestyle is part of the equation. What a volunteer presents at church should be consistent with who (s)he is outside the church. The last thing Sherwood Kids wants to do is put a volunteer in a position where (s)he feels pressure to teach, represent, or appear to give assent to a view that (s)he does not personally embrace.

The issues that surface the most have to do with sexual relationships, substance abuse, and social media:

- Sexual Behavior – Our volunteers' personal relationships will reflect the belief that sex was created by God as an expression of intimacy between a man and woman within the context of marriage.

- Substance Abuse – Our volunteers will not possess or use drugs or alcohol illegally.
- Social Media—Our volunteers leverage social media with kids and families in mind because they understand that some kids (and their parents) will visit the Facebook, Instagram, or other social media pages of our volunteers.

The SK! staff will address behavior issues on a case by case basis and might ask a volunteer to serve in another capacity if the volunteer’s behavior does not align with the standards mentioned above.

Security Tags Policy

- Parents should put name tags on children and sign them in before leaving them in a room. (If a new family doesn’t have name tags, the area manager should take them to the Sherwood Kids! Welcome Center. If the computer system is malfunctioning, then the area manager will pass out name tags for small group leaders to fill out as kids arrive.)
- During check-out, children are only allowed to leave with the person who dropped them off or a person who has a security tag with a number that matches the number on the child’s name tag. If the person does not meet either criterion, the small group leader should notify the area manager or a staff member.
- All volunteers should print volunteer name tags and wear them so parents know they’re registered volunteers.

Potty Training Policy

In order to better minister to and care for the children, we ask that parents please send their children in pull-ups if they are potty training but are not yet potty-trained.* We will still assist parents in the potty training process by taking their children to the bathroom when they need to go.

As everyone knows, accidents do happen. However, our goal is to provide the best possible care for children, which includes maintaining a clean and sanitary room.

***POTTY TRAINED VS. POTTY TRAINING**

- We describe a child as potty trained if the parent can drop off the child with no special instructions about taking the child to the bathroom. The potty trained child will tell a worker if they need to go.
- If a child needs to be asked whether they need to go to the restroom or if the parent tells you to take the child at certain times or time intervals, the child is potty training.

Restroom Policy

In Sherwood Kids! we ask that our volunteers never enter the bathroom alone with a child. This procedure protects the volunteers and the children they serve.

Volunteers encourage independence as much as possible. They are always to escort children to the restroom, standing outside the door and leaving the door open until the child is finished. However, if a child needs further assistance with toileting, the volunteers are asked to work together to meet the child’s needs or to page the parent.

Changing Diapers Policy

Only volunteers ages 18 or older are allowed to change diapers.

Peanut Policy

Sherwood Kids! does not provide any snacks that contain peanuts or peanut byproducts.

Accident Reporting Policy

We submit accident reports for all accidents.

Room Capacity Policy

The room capacity limit is 15ft² per person in a room with one door. If a room has more than one exit, then the room capacity limit changes as long as there are exit signs above the doors.

Health Policy

We page the parent if child exhibits any of the following symptoms:

- FEVER-any temperature above 100F or severe subnormal temperature
- COLD-a runny nose with colored discharge is the most common sign.
- COUGH-any cough with mucus secretion (a wet or wheezy cough) can spread bacterial or viral infection on the droplets.
- RASH OR SKIN IRRITATION: poison oak, impetigo, ring worm, cold sores, head lice, and communicable diseases (measles, chicken pox, mumps, etc.) often have rashes or itching as symptoms.
- DIARRHEA-loose, very watery, or mucus filled stools
- VOMITING
- PINK EYE-any unusual irritation of the eye or mucus membranes

Severe Weather Procedure

When there is a TORNADO WARNING, we do the following:

1. Do a head count before and after moving the kids to a safe place.
2. Take cover in the lowest level of the building, in interior hallways and rooms without windows (e.g., Prek/K large-group room, Prek/K multipurpose large-group room, Prek/K small-group rooms, 2s blue room, the hallway and kitchenette by the gym, and bathrooms near the gym)
3. Instruct the children to cover their heads and necks with their arms.
4. Do not use elevators or go outside for any reason.
5. Resume normal activities only when a staff member says that the threat has passed.

Building Evacuation Procedure

In the event of a building evacuation, we do the following:

1. Do a head count and get your attendance sheet.
2. Lead the kids to leave the building through the nearest exit.
3. Move your group away from the building.

4. Do not allow parents to take their children. Tell them that they can stay with their child's group until the whole group is in a safe place. Then, use the security numbers on the attendance sheet to let the parents check out their children.

Lock-Down Procedure

When there is a LOCK DOWN, we do the following:

1. Volunteers need to shut and lock the doors to their rooms and make sure that the blinds are closed and that kids are away from doors and windows.
2. SK! coordinators need to shut and lock the doors to their areas.
3. Resume normal activities only when a staff member says that the threat has passed.