

GRACE

CHILDREN'S MINISTRY

CHILD PROTECTION POLICY

GRACE BAPTIST CHURCH

Adopted by the Elders of Grace Baptist Church

October 2018

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This children’s protection policy is modeled closely after one created and shared by Capitol Hill Baptist Church in Washington, DC.

OUR MISSION

At Grace, the mission of our children's ministry (infant – 5th Grade) is to:

- Impress children and youth with the message of Christ's love for them.
- Presenting Jesus Christ to children and youth as the only means of salvation.
- To help children and youth grow in their relationship with Jesus Christ.
- Assist parents in bringing up their children on the basis of Biblical principles.

Our Goals

The children's ministry of Grace Baptist Church exists to glorify God by:

- Maintaining a safe and secure environment for our children.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4).
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17).
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10).
- Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1).
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining the highest ethical standards such that servants and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children to one day walk with God as adults, which means getting them ready to be a part of the public services and Lord willing, one day, a fully participating adult member.

STAFF AND SERVANT EXPECTATIONS

All children's ministry staff and servants share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children
- Child Protection: Our first concern is that children be safe while they are in our care.

To this end we:

- Screen all children's ministry servants
- Perform background checks on all full-time church staff, regardless of whether or not they have direct contact with children.
- Require training for all children's ministry staff and servants
- Employ scheduling procedures and servant/child ratios that optimize safety
- Employ hall monitors to promote and maintain safety in the building.
- Equip each area with a first aid kit.
- Educate our staff and servants to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws and to encourage them to report suspected abuse to church officials
- Adhere to a healthy child policy for admittance to children's ministry.
- Adhere to a two-servant room policy whenever possible.
- Equip our servants to know how to evacuate children safely in case of an emergency

PARAMETERS FOR THE CHILD PROTECTION POLICY

This child protection policy applies to children (from birth to 5th grade) who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or specific children's ministry-related church-sponsored activities (parenting and marriage seminars, bible studies held at the church with accompanying childcare, Vacation Bible School, etc.).

PROTECTING THE CHILDREN BEFORE THEY ARRIVE

Ensuring a safe environment begins long before Sunday.

Every applicant who wishes to serve in children's ministry is required to go through a screening process and attend childcare training.

Screening Procedure

To ensure safe and quality care, GBC has established a screening procedure to approve all servants to work with our children:

- All servants must be members or regular attenders of GBC in good standing for at least six months.
- All servants must be eighteen years of age or older.
- Children or youth who are at least one grade older than the children they are assisting are welcome to help (subject to the approval and direction of the Children's Ministry Director), but they are always in addition to the adult servants.
- All servants must have completed GBC's childcare training.
- All servants must have completed the servant application and been recommended by or in consultation with the staff member responsible for children's ministry.
- At least one reference check must be satisfactorily completed prior to beginning of service. Criminal records checks and other appropriate screening checks will be completed.
- All completed records of screening procedures will be kept securely along with the original application.
- Servants are to be approved by the Children's Ministry Director in consultation with one of the pastors.
- All servants must repeat the screening procedures and criminal background checks every two years.

GBC reserves the right to reject any applicant for servant service or dismiss an existing servant for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or servant's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.

Any servant, helper, deacon, staff or elder (or any GBC member) who learns of or has knowledge of misconduct by an applicant must report that knowledge to the Children's Ministry Director and/or the pastor who oversees children's ministry. He or she also must be personally responsible for any legal obligation that he or she may have to disclose such information to the authorities.

Training

All children's ministry staff and servants must attend GBC's childcare training before they are allowed to work with the children. Additional training sessions will be scheduled for existing servants to update them on policies and procedures. Full-time staff who do not have direct

contact with children will receive training on child protection policies. Parents with questions about childcare training are welcome to view the training material.

PROTECTING THE CHILDREN AS THEY ARRIVE AND DEPART

Arrival and Departure Times

Servants should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, servants will send someone to locate the parents.

Signing a Child in to Children's Ministry

Any parent who would like his/her child to participate in a children's ministry program will sign the child in to the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that GBC event or program. Check-in and check-out of children applies to all children birth through 5th grade. The parent should also use this opportunity to note any allergies or special needs the child may have.

We have the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because of the adult child ratio, or anything else that might impair our ability to maintain a safe and secure environment for the children.

A parent or designated guardian must be in the church building at all times while their children are checked-in.

Only the parent/guardian who signed the child into the class is authorized to pick up the child. The exceptions to this are:

1. In the event of an emergency that would result in neither parent/guardian being available to sign out the child at the end of a session, the child will be released to the care of an elder, deacon, or staff member of GBC
2. A member can send their spouse to pick up their children.
3. A parent may make prior arrangements with the Children's Ministry Director to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session.

Divorce, Separation, Foster Care, or Custody Visitation

In a situation where the parents are divorced or separated, it is the parent's responsibility to notify the Children's Ministry Director if the other parent is not authorized to pick up their child. If the other parent or anyone else attempts to pick up the student, the servant leader should immediately contact the Children's Ministry Director and a Gatekeeper immediately.

If a parent presents a court order for a student, contrary to the instructions of the parent that enrolled them in the youth activity, law enforcement is to be contacted to handle the situation. In any of these circumstances, the servant should immediately contact the Children's Ministry Director and an elder.

PROTECTING THE CHILDREN WHILE THEY ARE IN OUR CARE

Two Servant Rule

For all children's classes and programs, two qualified adult servants must be present in each classroom whenever possible. Youth helpers are always in addition to and are supervised by the two adults.

Helpers are never to be left alone at any time with children without the presence of the at least one adult. Also, a child must never be left alone in a classroom.

The exception to the two-servant rule is Grace Kids Sunday School classes, which meet during the service in classrooms off the fellowship hall. In these classes at least one adult servant must be present in each classroom at all times.

Teachers are never to be in a room alone with one child with the door shut. If a situation arises when the teacher will have a single student – even for a short period of time – the teacher should ensure that the classroom door is open or move to the publicly visible Fellowship Hall area.

Two male servants may not serve together in the same room without a female servant also being present. The only exception to this rule is when a male Hall Monitor temporarily substitutes for a female servant who is taking children to the restroom.

A staff member, deacon or servant may take children out of the nursery or classroom only for a compelling reason, such as to use the bathroom or in cases of illness, emergency, or evacuation.

Staff or servants should not have private one-on-one meetings with children. When a meeting on the church premises is necessary, it should be done with at least one other adult present, and held with the knowledge and consent of the staff and the parents.

Visibility

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

Hall Monitors

The Hall Monitor is a qualified male or female servant whose duties are not limited to any one classroom. Hall Monitors generally move about the hallways and buildings during scheduled session times to observe any unusual activity and be of service to servants (e.g., locating parents, substituting temporarily for another servant, or communicating with Gatekeepers.)

Child-to-Servant Ratios

In addition to always having at least two servants present whenever possible, the following ratios are maintained during the three regularly scheduled weekly meetings of the church:

- Children 0-11 months: One adult for every three children
- Children 12 –35 months: One adult for every four children
- Children ages 3-5: One adult for every eight children
- Children ages 6-12: One adult for every twelve children

Once a ratio is met, additional children should not be accepted into a classroom unless and until additional servants are added. If for any reason the ratio is exceeded, the Children’s Ministry Director should be notified and asked for more servants in order to maintain these ratios.

Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

Diaper Changing and Restroom Procedure

0 Months through 2 Years Old

Parents of children with dirty diapers are asked to change their children prior to signing them into the classroom. Servants will change diapers as need during service. Diapers must be changed by a female servant in the presence of at least one other servant.

2 Years Old through Pre-K

Parents should take their children to the restroom prior to signing them into a class. At check-in and drop-off, parents should let the servants know if their child is potty training.

When a child needs to use the restroom, the servant should wait outside the closed restroom stall door unless the child requires assistance. The child and the servant must wash their hands with soap and water before returning to the classroom.

Servants must not leave the classroom unattended when taking children to the restroom. If necessary, have a helper, Hall Monitor, or the Children’s Ministry Director step into the room while you take a child to the restroom.

K to 5th Grade

For all other classes up to 5th grade, any child needing to use the rest room shall go with another child of the same age and sex. A servant, helper, or Gatekeeper will accompany the pair to the rest room and wait outside the closed bathroom door until the children are finished. The children must wash their hands with soap and water and return with the servant to their classroom.

Teachers must not leave the classroom unattended when taking children to the restroom. If necessary, have a helper, Hall Monitor, or Children’s Ministry Director step into the room while you take a child to the restroom.

Appropriate Discipline

All children's ministry servants are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). Correction should be discrete, calm, and never outside of the sight of others.

Steps of correction might include (depending on the age of the child): (1) removing the child from the situation or problem; (2) pointing out the problematic behavior; talking to the child about his/her sin and need for Christ; (3) praying for the child and redirecting to a new activity; (4) helping the child to reconcile with the offended children when appropriate. Servants should view misbehavior as an opportunity to introduce children to the gospel.

Children's ministry servants and staff members are strictly prohibited from using any form of corporal punishment such as spanking. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.

If a child's behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, servant or staff contact the parents. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed.

Never physically restrain a child unless he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to the Children's Ministry Director and complete an Incident Report (see Appendix).

Physical Touch Policy

Two types of relationships are important to consider: servant-to-child and child/teen-to-child.

Servant-to-Child

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted.

Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.

- Always remain in open sight of other adults.
- Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
- Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
- Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
- For ages 2 thru 5, only women can take children to the restroom.
- Sitting on laps is only appropriate for ages 0 to 5.
- In general, a man will need to limit physical contact more than a woman in the same situation, especially when working with older children.
- Servants should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Only touch children in "safe" areas and for brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

Child/Teen-to-Child

- No male or female under eighteen should ever be alone together while in children's ministry.
- No inappropriate touching (as defined above and in the appendix) of any kind will be accepted.
- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Further guidelines on appropriate and inappropriate touch can be found in Appendix 1.

CHILDREN OR TEENAGERS IN THE CLASSROOM

Helpers are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.

These helpers fall into two categories:

1. Helpers who are coming with a parent to serve alongside of them. These helpers do not count towards the adult-to-child ratios. Helpers do not go through childcare training, but will be vetted by the children's ministry staff. Helpers will be supervised by the adult servants in the same room.

2. Helpers who are teenagers who have been recruited by the staff to serve as servants.

These helpers may count towards the adult-to-child ratios if designated by the staff. Helpers must be children of members; are not themselves a member the church; will go through childcare training, but will be vetted by the children's ministry staff. A teenager cannot be a substitute for an adult servant, and will serve in addition to the adult servant(s) in the room.

Helpers will be supervised by the adult servants in the same room. Teenagers can escort children to the bathroom but are not to enter with the child.

FOOD AND DRINK POLICY

The primary mission of Children's Ministry at GBC is to provide a safe and loving environment for the children entrusted to our care so that their parents may be fed spiritually without undue concern.

One of the ways we protect children is to limit the food and drink allowed in classrooms. Servants may not bring food or drink with them when they serve, and only church-provided snacks will be given to children.

If your child has any allergies or other medical concerns, please inform the staff or servant right away.

SECURITY AND EMERGENCY RESPONSE

Emergency Situations

In emergency situations, staff members, Pastors, elders, and/or Gatekeepers will be called to assist with the emergency and, if appropriate, call 911.

Accidents, First Aid, and Medical Emergencies

See each room's Emergency Plan (located on or near the door) for information on the nearest

first aid kit. In the event of serious injury or illness, emergency medical services will be called and parents should be located and informed immediately.

Servants should complete an Incident Report Form for all injuries, whether major or minor, prior to leaving the premises on the day of the accident.

Please report any of these incidents (as well as the response taken) to the Children's Ministry Director and complete an Incident Report (see Appendix).

Evacuation Procedures

Please see the Emergency Plan posted on or near the classroom door for evacuation procedures. If an evacuation is necessary, you will be notified by staff, Gatekeepers, or a designated servant. Teachers should inform their class of the evacuation plan, count the number of children in their room, and proceed in a calm and orderly fashion to the gathering point.

In good weather, proceed to Cox Park, located across Oak Street immediately adjacent to the church parking lot. In poor or winter weather, proceed to St. Mark's Lutheran Church across 24th Ave.

Please do not reunite children with parents until after you have arrived at the gathering point, have counted your children to ensure everyone is safe, and have received instructions to do so.

Missing Child or Kidnapping

In the case of a missing child, the staff will first do a thorough search of the children's ministry areas to check for the child. The Children's Ministry Director and the Gatekeepers should be informed immediately so that they can assist in the search, monitor exits, and check around the exterior of the building.

Hall monitors and other servants will continue to search for the child until they are found. If the child is not found promptly, the staff or elders will locate the parents and call police to secure further help.

In the case of a suspected kidnapping, staff, Gatekeepers, or elders should immediately call 911 to secure help from the police and the exit doors should be secured until police arrive.

Parent Involvement in Emergency Procedures

The Children's Ministry Director and/or Pastors will decide how and when to notify parents about security or emergency situations. Involving parents too early might cause unnecessary complications and hinder response time.

HEALTHY CHILD POLICY

Communicable Disease Policy

In order to prevent the spread of communicable diseases among the children, several guidelines are in place concerning disease.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent should keep the child home.
2. At their discretion, servants may use disposable latex gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.
3. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and servants.
4. Toys and equipment should be washed and disinfected regularly.
5. GBC is dedicated to preventing the spread of disease among the children. We have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the Healthy Child Policy guidelines.

A child should not participate in a class if and when any of the following exist:

- Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry)
- Any symptom of scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset of symptoms and one week thereafter
- Sore throat
- Croup
- Lice
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Children who appear ill during a class will be kept at the nursery sign-in desk with a servant while the Hall Monitor locates the parents.

Please inform the Children's Ministry Director if your child appears to have contracted an illness while attending a GBC event so that other parents may be notified if necessary. If a child contracts an illness and has been in contact with other children while at GBC, it is the responsibility of parents to notify the Children's Ministry Director.

Neither servants nor church staff may give any medication to any child. Parents of children with special needs are encouraged to contact the Children's Ministry Director before signing the child into class. This allows the staff to assess the needs of the child and assist parents in transitioning their child into a classroom setting.

Universal Precautions

Universal precautions are very effective for protecting both children and servants from illness. These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- In rooms with children ages 23 months and below, remove toys that children have mouthed from the general play area to be cleaned.
- At the end of the session, disinfect the room with Lysol disinfectant spray

NEGLECT & ABUSE PREVENTION, REPORTING & RESPONSE

Definitions

What is child neglect and abuse? It is important to define our terms.

Child neglect is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate food, clothing, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm.

Child abuse is any act or failure to act resulting in imminent risk or serious harm, death, serious physical or emotional harm, sexual harm or exploitation of a child by a parent or a caretaker who is responsible for the child's welfare.

Child sexual abuse is any form of sexual contact with a minor, non-touching offenses, or sexual exploitation of a minor. This is criminal behavior that involves children in sexual behaviors for which they cannot be personally, socially, and developmentally ready.

Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child and an adult. This includes activity which is meant to arouse or gratify the sexual desires of the adult or child. Sexual behavior between a child and an adult is always considered to be forced whether or not the child consents to it.

Sexual abuse perpetrated by a child is any contact or activity of a sexual nature that occurs between children, with or without the consent of either child, when one child has power or perceived authority over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.

Sexual exploitation includes forcing a child or soliciting a child for the purposes of prostitution; and using a child to videotape or photograph pornography.

Child spiritual abuse the use of spiritual authority (the Bible or church authority) to emotionally, physically, and/or sexually abuse a child.

Prevention

GBC takes protection against and reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we:

- Educate and equip staff, and servants about neglect and abuse.
- Adhere to the procedures and guidelines as set out in this policy manual. Many of the policies are written to protect children, including the two-adult rule, visibility guidelines, and diaper and bathroom policy.
- Train and screen servants prior to contact with any children. Screening includes filling out an application, getting feedback from references and requiring a criminal background check.
- Require all full-time staff to submit to a criminal background check within a month of joining staff.
- Repeat screening procedures and criminal background checks for full-time staff and servants every five years.
- Require servants and staff to be members or regular attenders for at least six months prior to serving in children's ministry.

Any instance of suspected or observed abuse or neglect should immediately be reported to the Children's Ministry Director, a Pastor, and/or an elder of GBC.

Anyone hearing about, witnessing, or suspected the abuse of a child should note what happened (or what the child said happened), who the child was with, where it happened, and when it happened. All of this should be documented.

If any servant or staff member witnesses an incident that may be abusive they should immediately intervene to protect the child, follow up with the Children's Ministry Director, complete an Incident Report, and act in accordance with applicable laws.

Anyone who suspects, witnesses, or has any reason to believe that a child has been or is likely to be neglected and/or harmed or threatened with abuse in any form should contact the Children's

Ministry Director, a Pastor, or any elder at GBC. This reporting includes questionable behavior and/or possible offenses (servants observing actual abuse or possible evidence of abuse, like abrasions, lacerations, etc.). Any person who serves as the initial point of contact is required to report all allegations and/ or eye-witness accounts to the entire Children's Ministry Director.

RESPONSE TO NEGLECT & ABUSE

GBC will ensure that a caring response is always provided to any suspicion or witnessing of neglect or abuse. Every allegation of neglect or abuse will be taken seriously. Proper guidelines for handling such complaints will be followed diligently and exhaustively. The victim(s) and victim's family will be cared for by the church in whatever way is available. Situations will be handled forthrightly with due respect for all parties' privacy and confidentiality.

The safety and well-being of the child will be the chief concern for any response to suspected/observed abuse or neglect, and we will not hesitate to contact civil authorities when necessary.

**If you have any questions about this Child Protection Policy,
please contact the Children's Ministry Director.**

APPENDIX 1

Inappropriate and Appropriate Touch

Inappropriate Touching

- Any form of physical discipline (spanking, shoving, hitting, slapping, pinching, etc.)
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children over 5 years old. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Children sitting on laps of adults is inappropriate for ages 6 and older.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas except for younger and developmentally delayed children requiring a diaper change or assistance with toileting procedures. Otherwise, touch in the genital area is only permitted by medical personnel in case of injury or suspected injury.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member or servant on the lips, neck, or anywhere else. Children are also not allowed to kiss one another.
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

Appropriate Touching

- A comforting pat on the shoulder and back or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort or put an irritable child to sleep is appropriate.
- High-fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with older children.
- Holding hands is permitted with children 10 years and under when initiated by the child, or when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.

APPENDIX 2

Example Incident Report Form (Available in each room or from Children’s Ministry Director)

Name of Child: _____ Date: _____

Name of Parent/Guardian: _____

Name of Caregiver: _____

Time of Incident: _____ Incident Location: _____

If injury, location of injury on child: _____

NOTE: If head injury, contact Director of Pre-School Ministries or the Director of Elementary Ministries to have parents immediately notified.

Explanation of Incident (Please be thorough):

Describe care administered to child following the incident:

Check all Appropriate Action Items:

___ Ministry Director Notified Time: _____

___ Parent/Guardian Notified Time: _____

Please obtain all signatures below:

Caregiver: _____ Date: _____

Parent/Guardian: _____ Date: _____

Ministry Director: _____ Date: _____