

# TRINITY

## KIDS

### **Mission:**

TO PROVIDE A SAFE ENVIRONMENT FOR CHILDREN TO HEAR AND RESPOND TO THE GOSPEL WHILE GIVING PARENTS THE OPPORTUNITY TO WORSHIP AND HEAR THE WORD OF GOD WITHOUT DISTRACTION

# Trinity Kids

## Child & Youth Protection Policy

### General Information

Trinity Bible Chapel

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#### I. Introduction

God has blessed our church family with many wonderful children and young people whom we love dearly. We are committed to providing excellent ministry programs led by qualified workers in order to train our children and youth to love God and His Word. This document has been assembled to help prepare you to minister to our children and youth. The issue of child/youth "safety and protection" has always been important in the church, but never more so than now. As part of our commitment to them, we have developed these policies because:

- Children are a gift from God (Psalm 127:3) and are precious in His sight.
- Child sexual abuse strikes children from every social background, race and age, and the results are very devastating in the life and development of children.
- Sexual abuse can happen in any church/school – including ours.
- Profound spiritual and legal obligations exist to reduce the possibility of child sexual abuse from ever occurring.
- Churches/schools have unique features that can make them susceptible to incidents of child abuse/molestation.
- Hundreds of churches have been sued as a result of the sexual molestation of minors by church workers.
- There are legal obligations regarding reporting to the authorities any allegations of child abuse and sexual abuse.

The Trinity Bible Chapel Child & Youth Protection Policy has been adopted in order for our church:

- To provide a safe and secure environment for our children and youth.

- To protect our workers from potential unfounded allegations of misconduct, negligence, child abuse, or sexual abuse.
- To minimize the liability to the church/school due to misconduct, negligence, child abuse, or sexual abuse.

## II. Abuse and Discipline Defined

### ***Child Abuse Defined***

Child abuse in general includes any form of sexual contact or exploitation in which a minor is being used for sexual stimulation by the perpetrator. In a common sense, child sexual abuse is:

“Any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.” (National Resource Center on Child Abuse, 1992)

Child sexual abuse may be violent or non-violent. All child abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the actions.

Child sexual abuse includes behaviours that involve touching and non-touching aspects.

#### **1. Types of Abuse that Involve Touching**

- Fondling
- Oral, genital and anal penetration
- Intercourse
- Forcible Rape
- Harmful Physical Contact

#### **2. Types of Abuse that Do Not Involve Touching**

- Verbal comments
- Pornographic materials
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

This list is representative, not exhaustive.

## ***Proper Touching***

Physical touch is an important element in the communication of love and care. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love:

- Speak to the child at eye level and listen with your eyes as well as your ears.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child on the head, hand, shoulder or back to affirm him or her.
- Gently hold the child's shoulder, hand or chin to keep his or her attention while you redirect the child's behaviour.
- Hold a preschool child who is crying.
- All touching should be done in view of others.

## ***Improper Touching***

- Any touching where one is alone with a child.
- Kissing a child on the lips, or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit except when assisting a preschool child with toileting or diaper changing.
- Any form of "sexualized" touching.
- Extended play that involves a high degree of physical contact i.e. tackling and wrestling.

## ***Proper Discipline***

God's definition of discipline is outlined in Hebrews 12:7-11. Discipline is not something you do *to* a child it is something you do *for* a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that moulds character, behaviour and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behaviour should be to shape their character in such a way that they will become better disciples of Christ. Examples of appropriate discipline include:

- Separating the child from the larger group of children (while still remaining in the classroom) in order to privately explain to the child why the behaviour is unacceptable.
- Redirecting the child to positive action.
- Offering choices that are acceptable to both you and the child.
- Calling the Child's parent if other methods have failed.

## ***Improper Discipline***

Improper discipline is equivalent to punishment. Punishment can be defined as any pain, suffering, or loss inflicted on a person because of a crime or offence. Under no circumstances are Volunteer Ministry Staff to spank, strike, or harshly speak to or handle a child.

## ***Steps for Reporting Incidents of Abuse***

- A. If a Ministry Volunteer Staff personally observes an incident they believe qualifies as improper touching or discipline or if there is an allegation made, they are to report their suspicion to the Ministry Leader/Pastor of their ministry area immediately. The Ministry Leader/Pastor and staff person will fill out a confidential *Incident Reporting Form*.
- B. Every report, whether taking place in or out of the church context, will be given immediate and serious attention and may require legal consultation.
- C. All incidents that involve a person under the age of 16 will be reported to the proper authorities (i.e. Family & Children Services or other agencies) as required by law.
- D. The Ministry Leader/Pastor will report the situation directly to the Sr. Pastor. The Sr. Pastor will be the contact if questioned by a reporter and will keep thorough records of complaints, investigations, and actions taken. If appropriate, they will attempt to meet with the person against whom the allegation has been made, according to the principles outlined in Matthew 18:15-17.
- E. The Elders will be the body that shall take appropriate disciplinary action including, where applicable, suspension or termination from church involvement, membership and/or employment.
- F. The situation is not to be discussed with other staff, parents, etc. All information regarding the child and the alleged perpetrator is to be kept confidential. Absolutely no public statements are to be made without legal counsel, nor any admissions of legal liability. At the discretion of the Elders, the situation may be brought up in front of the congregation in accordance with church discipline as defined in Matthew 18:17.
- G. All accusations/allegations that involve a staff member of Trinity Bible Chapel will be handled in the following manner:
  - All who are accused will immediately be required to meet with the Elders and be confronted with any and all accusations/allegations.
  - All will be considered innocent until proven guilty, unless an admission of guilt is made.
  - An admission by and/or court declaration of guilt of the accused will result in the immediate termination of their employment by, and/or ministry position in, Trinity Bible Chapel, with the church taking appropriate disciplinary actions.
  - An admission of innocence will result in either a ministry reassignment with Trinity Bible Chapel that does not involve children or suspension of employment and/or ministry with or without pay at the discretion of the Elders of the church.

## **III. The Church's Response to Abuse**

## **General Guidelines**

### **A. Innocent Until Proven Guilty**

It is our democratic rule of law that a person is innocent until proven guilty. In the event that an employee or worker is accused of any form of abuse, as defined in this policy, but who denies the allegations, it will be the policy of the Church to consider the person innocent until such time as the court rules or the person admits guilt. Recognizing the extreme emotional distress and conflict that such allegations create, it is considered as wise and in the best interest of the accused and the Church that during this period of time, until the matter is resolved, that the person be given a leave of absence from ministry until such a time is resolved. This leave of absence in no way is a statement on the part of the organization of one's guilt or innocence.

### **B. False Accusations**

It is also recognized by the Church that unfounded and malicious accusations do occur and that the Church will do all within its power to ascertain the truth of any allegations.

### **C. Disclosure to Law Enforcement Authorities**

Should an allegation involve an illegal activity such as sexual abuse, the Church must immediately contact law enforcement authorities. The government has been established by God (Romans 13) to conduct an appropriate investigation on the matter – internal reporting within the church is not enough. After the authorities have been notified, the Church will conduct its own investigation and will proceed with appropriate care, counseling, discipline, and restoration accordingly.

## ***To a Victim of Any Type of Abuse***

If an individual claims to have been assaulted, abused, or harassed, sexually or otherwise, by any person acting on behalf of the Church, staff or workers, he or she, shall report such to the Elders, including specific names and offenses, where:

- A. Every report will be given immediate and serious attention;
- B. Every report will be thoroughly documented in writing;
- C. The satisfaction of the victim of how the Church handles the issue will be given major consideration;
- D. The Church will take responsibility in dealing with the alleged perpetrator by considering all of the following variables, which are not listed in any specific order or priority:
  1. Biblical principles
  2. Satisfaction of the victim
  3. Seriousness of the perpetration
  4. Response of the alleged perpetrator
  5. Federal and provincial law

6. The lessening of hurt to others
  7. Employment laws
  8. Values and procedures as outlined in official Trinity Bible Chapel documents
- E. All allegations that involve a person under the age of 16 will be reported to the proper authorities, and/or submitted to the handling of a professional counselor, or as required by law;
- F. The Church will offer free counseling to all involved

### ***To a Perpetrator of Any Type of Abuse***

(Ephesians 4:15; 1 Corinthians 5:1-13; 13:1-13)

#### **A. Guilt**

An individual guilty of such charges will be removed from all ministries and a plan to find complete rehabilitation and restoration instituted. Any future recommendation for ministry will be conditioned on the success of the rehabilitation as determined by the Elders and the counselors involved. Any person having ever been found guilty of sexual charges involving children or youth, whether in the church or out, will be barred from ministry to children and youth indefinitely. An individual guilty of these charges, while a member at Trinity Bible Chapel, will also be dealt with according to church discipline procedures. Any individual guilty of such charges, who is in the employ of the Church, will be terminated for cause.

#### **B. Community Accountability**

It is the responsibility of the Church to assure the general populace that this behavior will not be repeated, thus such actions as lateral transfers within the organization, transfers to different locations, and so forth will not be allowed without disclosure and full accountability. It is considered a violation of love to allow a non-rehabilitated perpetrator to escape the consequences of his or her actions and be given an opportunity to repeat them in the lives of others.

#### **C. Publication**

To minimize the amount of damage to the victim and his or her family, the perpetrator's family, the Church organization, and the name of God in general, the leadership involved in handling such matters is to maintain the following values in dealing with the church:

- Openness – Openness will only be limited if it is deemed to be the most loving direction for all concerned. Limiting openness applies only to who is involved in the direct knowledge of the events as the organization holds the perpetrator fully responsible for his or her actions.
- Honesty – Honesty requires that nothing be covered up or hidden from view in the processing of the problem by those who are responsible for such actions. Honesty does not require a full disclosure to whom may want the information.

- Integrity – Integrity requires the organization and the perpetrator to take whatever responsibility for the actions that are done.
- Love – Love applies to all parties involved including anyone who could be adversely affected by the perpetrator, the “news” of the event, the victim’s privacy and the privacy of the victim’s family, the perpetrator’s privacy and the privacy of his or her family, the Church and those who benefit from it and their privacy.

#### **D. Official Statements**

The Senior Pastor of the Church will be the only one who can make official statements on behalf of the organization to legal authorities, the media, and so forth.

### **IV. Basic Worker Qualifications**

All workers in children and youth related ministries at Trinity Bible Chapel must meet the following requirements:

- They are regular attendees of Trinity Bible Chapel. All persons working with minors have been placed by means of a screening process and a training component dealing with the issues of child abuse.
- They must not be known to have committed previous acts of sexual or other misconduct (pedophilia, rape, incest, assaults involving minors, murder, kidnapping, child pornography, or the physical abuse of a minor).
- If they have been a victim of child abuse identified through the screening process, they will be requested to meet with a pastor to determine ministry roles for which they are best suited.
- They must undergo a police background check.

### **V. Access to Trinity Kids Area**

Only authorized people are allowed to enter the Trinity Kids area during the service.

Authorized people include:

- A parent with an appropriate tag showing they have a child in Trinity Kids
- A Volunteer that is serving and has gone through the screening process
- Staff that have gone through the screening process

All other people will be kindly asked to leave the Trinity Kids area. The bathrooms located in the Trinity Kids area will be available for children use only. Parents who are taking children to the bathroom will be pointed to handicap bathroom in the hall to the right of the Trinity Kids wing.



## **VI. Emergency Medical Procedures**

### ***Minor Medical Emergencies***

Typically, an injury can be treated with a little loving attention, a cool cloth, and a Band-aid. A first aid kit is located at the registration. In case of a minor emergency, staff should treat the child, fill out an incident report and notify the parent when the parent picks up their child.

### ***Serious Medical Emergencies***

Broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows.

- Keep calm and keep children and the injured person as calm as possible. Speak calmly to assure the injured.
- Do not move the injured person and do not leave them.
- Send a fellow teacher to find or call for assistance if needed.
- If needed, send a fellow teacher to call 911.
- Page the parent/guardian of the child.
- All ministry staff involved in the emergency should write out a report of what happened immediately following the emergency using an incident report form at registration.

### ***Basic First Aid***

- Broken Bones - Don't move the patient until medical help arrives. Keep him/her calm and comfortable as much as possible.
- Nose Bleeds - Put the person in a sitting position. Apply firm pressure against the nostril for 5 minutes. Apply cold compresses to the nose as necessary.
- Bleeding - Put on gloves. Place a bandage directly over the wound and press firmly to control the blood flow. Raise the bleeding part higher than the rest of the body unless there is a broken bone.
- Biting - Wash thoroughly with soap and water. Apply ice.
- Poisoning - Keep the container and call 911. Watch the child closely until medical help arrives.
- Eye Contamination - Avoid rubbing the eye. Flush the affected eye from the inside corner for at least 5 minutes with running water.
- Choking - Call 911. If you have been properly trained you may apply the Heimlich manoeuvre and then CPR as necessary.

## **VII. Lockdown Procedures**

The intent of this procedure is to isolate children and teachers from active threat. A threat is anything that could cause bodily harm to anyone in the building. It could be a vicious, loose

animal; a hazardous material spill; someone running from the police; or a person threatening to cause harm.

- If you are aware of threat in your area and are able to respond, notify sound technician that there is a threat and they will notify Staff or an Elder.
- Teachers will confirm the number of children that are in their care with the registration clipboard.
- Teachers will keep all children and other adult helpers inside the room and lock the door.
- Depending on the threat, normal activities can be continued without interruptions.
- If it is an armed intruder, it is essential to avoid detection. Move children away from doors and windows and lock the door. Avoid being seen or heard.
- No one should open doors or windows in the area until being told it is safe by someone that can be easily confirmed as not a threat.

# Trinity Kids Procedures

## Nursery to 4 Years of Age

Trinity Bible Chapel Waterloo Region

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### Our Mission:

*“To provide a safe environment for children to hear the Gospel and to give parents the opportunity to hear the Word of God while their children are being safely cared for.”*

## A. General Procedures

The following operational procedures and facility features are intended to protect volunteer ministry staff against unfounded allegations of abuse; and are provided to ensure the safety and proper care of the children entrusted to us.

### ***Two Staff Principle***

As much as possible, strive to have a minimum of 2 approved staff leaders present in any room with children regardless of the number of children in attendance. At least one of these staff leaders must be an adult of 18 years or older. Classes do not officially accept children into the room until 2 qualified staff are present in the preschool/nursery area. This should be true 20 minutes prior to service time

### ***Open Concept Classrooms***

All furniture should be placed in rooms in such a way as to allow for maximum visibility across the room. When this is not possible, staff must position themselves to ensure that they are within the clear line of sight of other staff members. All staff should remain in the open areas of classrooms. Staff should never go off into a closed corner alone with a child. Each room used in Trinity Kids should have windows.

### ***Removing Crying Children from Classrooms***

In preschool/nursery classrooms, it is often helpful to remove a crying child from the room so that they do not start a chain reaction of other children crying.

- If a nursery age child is crying more than 5 minutes, page the parent.

- If a preschool age child can not be calmed down within 5 minutes, page the parent.
- If a child is out of control and the volunteer is unable to gain control of the situation, page the parent.

### ***Paging a Parent/Guardian***

We are currently using a texting system to notify the sound technicians to page a parent. Simply text the classroom name (i.e. Preschool) and write the security number found on the child's security tag.

### ***Teacher Identification***

Only authorized Trinity Kids Workers are allowed in Trinity Kids classrooms. All adults in the classroom are required to wear a Trinity Kids Volunteer T-Shirt as a means of identifying them as an adult authorized to be in the classroom. Parents of visiting children are permitted to stay until the child is settled and comfortable but must wear the visitor tag at all times. Please do not allow any unauthorized individuals into your classroom.

### ***Staff/Student Ratios***

Adequate staffing is necessary to provide effective care and teaching. Trinity's ideal ratios are as follows:

<b>Group</b>	<b>Ratio</b>
Infants (Birth – 2 years)	One leader for every 3 children
Toddlers (2-4 years)	One leader for every 4 children

## **B. Bathroom Procedures and Policies**

### ***Diaper Changing Procedure***

- Females over the age of 13 may change a diaper.
- All diapers are to be changed out in the regular classroom, in full view of everyone.
- Staff does not change cloth diapers. If a child is wearing a cloth diaper and needs to be changed, please page parent.
- The use of gloves is recommended.
- Use the children's own supplies. If none are supplied use the church's supplies.
- Change the child on the disposable change pads provided. Use disposable change pads only once.
- Put an "I've been changed" sticker on the child's new diaper to indicate to parents that the child was changed by a volunteer staff person.
- Dispose of the dirty diaper, gloves and wipes in the garbage pails.
- Wash your hands with soap and water or instant hand sanitizer.

## ***Bathroom Policy for 2-4 Year Olds***

- Children that need to use the bathroom must be accompanied by their parent
- Page their parent to pick them up and take them to the bathroom

## **C. Code of Conduct and Discipline Procedures**

The following Section outlines “ministry and age-specific” discipline issues that you ought to be familiar with. Our general policy on discipline (proper and improper) along with the appropriate reporting procedure is found in Part A.

### ***Preventative Discipline***

- Pay attention to the children. Sit down with them and listen attentively to what they are saying verbally and non-verbally. Intervene immediately when you suspect a conflict to arise between 2 children.
- Verbally recognize demonstrations of positive behaviors. Use “I like” statements such as “I like the way Susie is sharing the play dough with Mark”, “I like the way Andrew is walking with his car”
- Arrive prepared so that you can fill each moment with meaningful activity, and focus directly on the children instead of on notes during circle-time activities.

### ***Remedial Discipline***

- Distract the child. Give the child another choice of activity to engage in
- Verbalize acceptable behaviours in positive language
  - “I want to see your walking feet only in this room”...Instead of saying “No Running”
  - “Please use your quiet inside voice”...Instead of saying “Stop yelling” or “Be quiet”
  - “The play dough stays on the table”...Instead of saying “No Ryan, get that back on the table now!”
  - “Remember Adam, blocks are for building. Show me how you can build with them”...Instead of saying “Stop hitting Sarah with that block”
- Explain to the child why the behaviour is unacceptable, and suggest an appropriate alternative.

### ***Suggested Response to Hitting or Fighting***

- Intervene immediately
- Position yourself between both children, on their level. Offer comfort to any child who was hit.
- Look the hitter in the eye and say, “We do not hit our friends. God wants us to love each other. You need to use your words and tell \_\_\_\_\_ what is bothering you.”
- Help the child find words to express what he/she is thinking & feeling, and help the children problem solve as necessary.

- If the child continues to hit, firmly but gently remove them from the play area so that they do not hurt the surrounding children. Talk and pray with them in another open part of the classroom. Then redirect them to a positive activity.

### ***Suggested Response to Throwing Objects***

- Intervene immediately
- Position yourself in front of the child. Get at the child's level and gently but firmly hold the child's hands, and ask them to look at you.
- Say, "We do not throw our toys. God has given them to us to enjoy, and we need to take care of them. We also don't want to hurt our friends. Go and pick up the \_\_\_\_\_ and bring it back please.
- If the child continues to throw, remove the object from play, and redirect them to a positive activity.

### ***Suggested Response to Biting Incidents***

- Intervene immediately. Separate the children and say to the biter in a firm voice "No! It hurts when you bite. I don't like it when you bite and hurt my friends"
- Turn your back on the child who has bitten and attend to the victim. Apply first aid as needed. There are ice packs in the freezer in the kitchen. Give your attention to the child who was hurt, not to the one who bit.
- Make sure another teacher keeps a careful eye on the biter so that he/she does not repeat the behaviour.
- Fill out an "Ouch" report to give to the parents of the child who was bitten. Please keep the biters name confidential.
- On the office copy of the "Ouch" report record the name of the biter so that the director can contact the parents to talk about the incident. It is not your responsibility to inform the biters parents of the incident when they come to pick up their child. It is far too busy and public a time.
- If the child bites a second time in the same service, page the child's parents to come and get him/her.

### ***Suggested Response to Non-Sharing Disputes***

- Go to where the children are as soon as you notice a potential conflict arising. If the children resolve the situation quickly and in an acceptable way, praise them for their solution and the way they are sharing with each other. If not, intervene and help the solve the problem
- Ask the children what is happening. Restate what they verbalize, or give them the words to verbalize the problem if they cannot. I.e. "Sarah, you would like a cookie cutter to use with the play dough, but Monica has all the cookie cutters. Is that right? What should we do?"
- If the children cannot come up with an acceptable solution, help them.
  - If one child has many copies of the same item, help the other child ask for one to play with.

- If 2 children are in dispute over a single toy, suggest finding another one of the same toy.
- If there is only one copy of the toy in dispute, help the children take turns. Say “right now it is Monica’s turn. In 2 min it will be your turn Sarah. Let’s go and play with \_\_\_\_\_ while we wait for your turn Sarah.”
- If the children are not able to accept any solutions, remove the toy from play. Say “If we cannot share the \_\_\_\_\_ then I will have to put it away, because I do not want my friends to fight over it. “ Then help to redirect the children to some other positive activity.

## D. Health and Safety Procedures

### *General Health Policy*

As the children arrive, visually scan them for signs of health. If you observe any of the following symptoms, or if the parents mention any of the following symptoms, do not admit the child to the program:

- A fever, nausea, vomiting, diarrhea, or a rash within the past twenty-four hours
- Excessive sneezing, coughing, or other respiratory problems
- Sores and/or crusts on the scalp, face or body— particularly if red, swollen, draining, or spreading
- Pink eye, scabies, impetigo, strep throat or other streptococcal infections - until 24 hours after medical treatment has begun.
- Head lice – until the child is nit-free
- Chicken pox – until 6 days after onset of rash and all sores have dried up and crusted over
- Pertussis (whooping cough) – until 9 days after onset of swelling
- Hepatitis A – Until 1 week after onset of illness and fever is gone
- Measles & Rubella – until 6 days after onset of rash
- Shingles – until the sores are crusted over

If during the program time you notice any of the above symptoms, please page the parents and have them remove their child. Also, if it is obvious that a child’s illness is preventing them from participating comfortably in routine activities, or is requiring so much staff attention that the health and safety of other children is potentially being compromised, please page the parents and have them pick up their child.

All volunteers should remember that the General Health Policy applies to volunteers as well. Please stay out of the Trinity Kids area if you are sick.

### *Sign In Procedure*

Greet the child and parent with a friendly hello and smile. Make sure the child has a security sticker on his/her back. All diaper bags, sippy-cups, etc. should be labeled at the registration table; if not, label them when the child is dropped off. Children are not allowed in the classroom until they are registered and have a security tag on them. Have the parents sign in their child by initialing beside the child's name.

### ***Head Count***

About half way thru the class count the number of children in your classroom. Check the registration clip board and make sure that the number you counted matches the number of children on the registration clipboard.

### ***Pick Up Procedure***

Stand by the door and dismiss the children one at a time. Volunteers need to check the child's security tag with the parent's security tag to ensure a proper match. Children are dismissed only to the person with the matching security tag. Do not allow parents or siblings in the classroom during dismissal time. This will help you as the volunteer to keep order and facilitate a speedy dismissal. As the child leaves with the parent have the parent sign out the child on in the provided sign in sheet.

### ***Mid-service Visit/Pick Up Policy***

Before entering the Trinity Kids hallway, parents will be required to show their parent receipts to the volunteer at the entrance table. Once in the hall they will follow regular pick up procedure to retrieve child from the classroom.

### ***Snack Policy***

Snacks are not to be served to children without the prior consent of the parents. Goldfish and cheerios will be the standard snack each week. Consent is given on the registration form.

### ***Feeding Babies (birth-age 2)***

- Only feed baby what parent has instructed. Check the registration sheets to see if child has allergies or is not allowed to take the snack.
- After feeding, place an "I've been Fed" sticker on child's back.
- Goldfish crackers or cheerios will be the standard snack provided for toddlers by the church.
- Check with the parent to make sure their toddler is able to eat the snack provided. Younger toddlers are still learning to chew, choking may be an issue.
- Place snack in a disposable cup for toddler and encourage them to eat while seated.

### ***Allergies or Serious Medication Notices***



When parents register their children, they are to record any allergies or other serious medical conditions their children suffer from. Allergies should be on the printed name tag for each child. Foods containing traces of nuts are prohibited from the Trinity Kids classrooms.

### ***Sanitation Approach***

- All toys in the preschool rooms are to be cleaned and disinfected weekly with the cleaning solution provided.
- All cloth/stuffed toys and child equipment seats are to be washed once a month.
- Kleenexes are to be used on only one child. Leaders are to wash their hands with soap and water or with instant hand sanitizer after wiping each child's nose.
- Staff is to wash hands with soap and water or with hand sanitizer prior to serving snack.
- Only feed baby what parent has instructed
- After feeding, place an "I've been Fed" sticker on child's back
- Goldfish crackers or cheerios will be the standard snack provided for toddlers by the church.
- Check with the parent to make sure their child is able to eat the snack provided. Younger toddlers are still learning to chew, choking may be an issue.

## **E. Evacuation Procedures**

### ***Emergency Evacuation from Nursery***

- Confirm the number of children that are in your care with the registration clip board.
- Captains is to go to the nursery classroom as soon as they are aware of an emergency to assist the volunteer staff with children.
- Exit the building with the children from the nearest exit to your classroom, closing all classroom doors and turn out lights when leaving. There are two exits, the main entrance leading to the worship centre and a secondary exit by the big story room. Follow the exit signs.
- If strollers are available, teachers may use them to transport children.
- Release children to parents once safely outside the building. Check security tags for proper release of children.
- Treat children with injuries.

### ***Emergency Evacuation for Toddlers, Preschool and JK/SK***

- Confirm the number of children that are in your care with the registration clip board.
- Grab the skipping ropes from the bin.
- Either carry the children or have one leader hold the front of the rope and the other leader hold the back of the rope. Have all the children grab on to the rope "Train".
- Lead the children on the rope out of the building by way of the nearest safe exit. Make choo choo noises as you move to help keep the children interested and calm.

- Do not allow parents to take their children from the rope until you reach the evacuation site. Encourage parents to help you move the entire class.
- When you have arrived at the evacuation site then you can release children to their parents. Check security tags for proper release of the children.
- Treat children with injuries.

# Trinity Kids Procedures

## Grades JK – 5

Trinity Bible Chapel Waterloo Region

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## A. General Procedures

The following operational procedures and facility features are intended to protect volunteer ministry staff against unfounded allegations of abuse; and are provided to ensure the safety and proper care of the children entrusted to us.

### ***Two Staff Principle***

As much as possible, strive to have a minimum of 2 approved staff leaders present in any room with children regardless of the number of children in attendance. At least one of these staff leaders must be an adult of 18 years or older. Classes do not officially accept children into the room until 2 qualified staff are present in the preschool/nursery area. This should be true 20 minutes prior to service time

### ***Open Concept Classrooms***

All furniture should be placed in rooms in such a way as to allow for maximum visibility across the room. When this is not possible, staff must position themselves to ensure that they are within the clear line of sight of other staff members. All staff should remain in the open areas of classrooms. Staff should never go off into a closed corner alone with a child. Each room used in Trinity Kids should have windows.

### ***Seating Arrangements***

Children should not be sitting on the lap of Ministry staff. They are old enough to sit on their own under most circumstances. Occasionally it may help a younger child to sit quietly during

Bible teaching time if he/she is sitting on a teacher's lap. There must be two teachers in the room if this is the case and must be in full view of the entire class.

### ***Paging a Parent/Guardian***

We are currently using a texting system to notify the sound technicians to page a parent. Simply text the classroom name (i.e. JK-Grade 1) and write the security number found on the child's security tag

### ***Teacher Identification***

Only authorized Trinity Kids Workers are allowed in Trinity Kids classrooms. All adults in the classroom are required to wear a Trinity Kids T-Shirt as a means of identifying them as an adult authorized to be in the classroom. Parents of visiting children are permitted to stay until the child is settled and comfortable but must wear the visitor tag at all times. Please do not allow any unauthorized individuals into your classroom.

### ***Staff/Student Ratios***

Adequate staffing is necessary to provide effective care and teaching. Trinity's ideal ratios are 1 teacher to every 10 Grade JK-5 children.

- Classes do not officially accept children into the room until 2 qualified staff are present. This should be true 15 min prior to service time.

### ***Removing Of Children From Classrooms***

If there is some need to remove a child from a classroom, please page the parent and directly notify the Trinity Kids Captain of the situation in order to ensure proper care of child and classroom. Please fill out an incident report and give to captain.

## **B. Bathroom Procedures and Policies**

- Children should be excused to use the bathroom on their own. Use a buddy system where two children go together.
- Staff should not enter the bathroom. If a child needs immediate help, page the parent.

## **C. Code of Conduct and Discipline Procedures**

The following Section outlines "ministry and age-specific" discipline issues that you ought to be familiar with.

### ***Code of Conduct***

Trinity Kids has a code of conduct, which is built on respect. Out of this conduct come simple classroom rules that can help guide teachers and children to experience the most out of our programs.

- Children showing respect – 1. When a teacher or other adult is talking, the group listens without talking. 2. When another child is talking, everyone shows respect and listens to what they have to say. 3. What's yours is yours. Everyone is expected to keep their hands to themselves. No one can touch something that isn't theirs without asking permission. 4. Handle other people's property with care and respect.
- Teachers showing respect – 1. To the children: Set realistic, age-appropriate rules and lovingly enforce them. Take time with the children, pray for them, prepare age-appropriate lessons in advance, focus on them when they are in our care, sit with them, look them in the eye, and listen to their words and actions. 2. To the parents: Teachers partner and support parents as they help their children to know and love God.

### ***Preventative Discipline***

- Arrive prepared so that you can fill each moment with meaningful activity and instruction, and focus directly on the children.
- Pay attention to the children. Sit down with them and listen attentively to what they are saying verbally and non-verbally. Intervene immediately when you suspect a conflict or unacceptable behaviour arise between children.
- Verbally recognize demonstrations of positive behaviours.

### ***Remedial Discipline***

- If a child is misbehaving, speak to the child and ask them to refrain from that speech or activity.
- If the child persists, remove the child from the group and speak to them one on one in the classroom. Pray with the child. They may stay removed from the group for a time until you feel that they are ready to join the group.
- If behaviour continues inform parent of behaviour and ask them to reinforce the code of conduct rules for our programs.
- If child persists with this type of behaviour each week without improvement, speak with the Ministry Leader. They will ask parent to sit in class with child or create a plan with the parent that will be suitable for all parties involved.

## **D. Health and Safety Procedures**

### ***General Health Policy***

As the children arrive, visually scan them for signs of health. If you observe any of the following symptoms, or if the parents mention any of the following symptoms, do not admit the child to the program:

- A fever, nausea, vomiting, diarrhoea, or a rash within the past twenty-four hours
- Sores and/or crusts on the scalp, face or body— particularly if red, swollen, draining, or spreading

- Pink eye, scabies, impetigo, strep throat or other streptococcal infections - until 24 hours after medical treatment has begun.
- Head lice – until the child is nit-free
- Chicken pox – until 6 days after onset of rash and all sores have dried up and crusted over
- Pertussis (whooping cough) – until 9 days after onset of swelling
- Hepatitis A – Until 1 week after onset of illness and fever is gone
- Measles & Rubella – until 6 days after onset of rash
- Shingles – until the sores are crusted over

If during the program time you notice any of the above symptoms, please advise the Trinity Kids Leader and the situation will be assessed on a case-by-case basis.

### ***Sign-In Procedure***

Greet the child and parent with a friendly hello and smile. Make sure the child has a security sticker on his/her shirt. Children are not allowed in the classroom until they are registered and have a security tag on them. Have the parents sign them in on the sign in sheet.

### ***Head Count***

About half way thru the class count the number of children in your classroom. Check the registration clip board and make sure that the number you counted matches the number of children on the registration clipboard.

### ***Pick-Up Procedure***

Stand by the door and dismiss the children one at a time. Volunteers need to check the child's security tag with the parent's security tag to ensure a proper match. Children are dismissed only to the person with the matching security tag. Do not allow parents or siblings in the classroom during dismissal time. This will help you as the volunteer to keep order and facilitate a speedy dismissal. As the child is leaving with parent have the parent sign them out on the sign in sheet.

### ***Mid-service Visit/Pick Up Policy***

Before entering the Trinity Kids hallway, parents will be required to show their parent receipts to the volunteer at the entrance table. Once in the hall they will follow regular pick up procedure to retrieve child from the classroom.

### ***Snack Policy***

Snacks are periodically given through out the year and are to have no peanut content. Staff will ask the children prior to their serving any snack if any of the children have food allergies. If there is any question as to whether a child should have the snack, DO NOT serve that snack to the child. Check the registration to see if a child can have the snack or not.

### ***Allergies or Serious Medication Notices***

When parents register their children, they are to record any allergies or other serious medical conditions their children suffer from. Children with serious allergies will have that allergy printed on the name tag. Foods containing traces of nuts are prohibited from the Trinity Kids classrooms.

## **E. Evacuation Procedures**

### ***Emergency Evacuation***

- In the case of an emergency the staff persons will keep the children calm.
- Count the number of children you have while lining them up to exit the class.
- Grab the registration clip board and confirm the number of children that are in your care.
- Have one staff person lead the children out the appropriate exit with a staff person following up from behind. There are two exits, the main entrance leading to the worship centre and one on the lower level near the cafeteria. Follow the exit signs.
- Please do not stop to allow children to get coats, or any personal items.
- Instruct children that they will meet their parents outside.
- Keep your class together and do not let any children leave until they have been released only to their parents/guardian. Release children properly by checking the security tag.
- Staff will wait with children until each child has been picked up by his/her parent, this may take some time.
- Continue to keep the children calm, sing songs, tell stories, etc.
- The Trinity Kids Leader will be the last to leave the Children's Area and will be available to help direct and help parents find their children.