

KidMarvel Policies

Policies Updated: June 2016

Child Protection Policy

General Purpose Statement

True Life seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of True Life from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years who are participating in our programs and activities. The term “worker” includes both paid and volunteer persons who work with children.

General Section

Selection of Workers

All persons who desire to work for True Life in the programs and activities that are for our children will be screened. This screening includes the following:

1. **Six Month Rule**

Excepting special circumstances, no applicant will be considered for work with children until he/she has been actively involved with True Life for a minimum of six (6) months. This time of interaction

between our leadership and the applicant allows for better evaluation of the suitability of the applicant for working with children.

2. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application form will be maintained in confidence on file at the church.

3. Personal Interview

Upon completion of the application, a face-to-face interview will be scheduled with the applicant to discuss his/her suitability for the position.

4. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references may be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at church.

5. Criminal Background Check

A national criminal background check is required for all adults seeking to work with children at True Life.

6. Parental Approval

A parental {approval form} will be required for all person under the age of eighteen who are seeking to work with children at True Life.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check {should we state the same about the parental approval form?}. If an individual declines to sign the authorization form, he/she will be unable to work with children.

An offense involving children will disqualify the person from working with children at True Life Fellowship. Generally, convictions for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the church.

Scheduling Workers

At least two workers will always be scheduled for programs and activities with children. At least one of the scheduled workers must be an adult. True Life does not schedule programs or events in which a child will be alone with one worker, unless in a church approved counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following: Physical abuse, emotional abuse, sexual abuse and/or neglect.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In this event, he/she should reported the suspicion immediately to the children's pastor or childcare supervisor for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the accused shall be removed from the situation and the children's pastor, childcare supervisor shall immediately be reported to.

In the situation of either suspicion of abuse outside of the church or alleged report of abuse occurring during our programs or activities, the children's pastor or childcare supervisor and the worker who reported the incident will complete the Child Abuse Response Checklist.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Medications Policy

It is the policy of True Life not to administer either prescription or non-prescription medications to the children under our care. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children

should address their situation with the childcare supervisor before the program or event to develop a plan of action.

Children's Ministry Specific Policies Section

The policies in the following section apply only to the children's department and not the youth department. The children's ministry department provides programs and activities for newborns through sixth graders.

Check-in/Check-out Procedure

On Sunday mornings, every child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to pick up the child from our care. In the event that a parent or guardian is unable to present the "child check," the children's pastor or childcare supervisor will be contacted. The children's pastor or childcare supervisor will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at True Life. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose

- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Discipline Policy

It is the policy of True Life not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the children's pastor if assistance is needed with disciplinary issues.

Restroom Guidelines

It is our policy to provide designated bathroom breaks during all of our programs and activities. Workers should escort children as a group to the hallway bathroom. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker will open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

It may be necessary for one worker to stay in the room with children who do not need to use the restroom and one worker to take a child/children to the bathroom. In this event, the worker remaining in the room should prop the door open until the other worker returns.

On Sunday mornings, True Life will have hall monitors to oversee the worker taking the children to the bathroom.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Incident Report Forms

An incident report form will be completed by a worker after their shift in any situation in which the worker has reason to feel uneasy or be concerned about the child's welfare. Workers must always fill out an incident report form for any injuries that occur during our activities and programs.

In the event that a child is injured while under our care, the following steps should be followed:

- 1 For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- 2 For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
- 3 At the end of his/her shift, the worker will fill out an incident report form and leave it in a designated place in the children's pastor's office.