

# Redeemer Bible Church Child Protection Policy

Child abuse is defined as any verbal abuse, sexual abuse, sexual exploitation, or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech, inappropriate use of communication devices or touching.

In order to protect the child from abuse and our volunteers/workers from false accusations, the following steps must be taken:

- 1) Always provide adult supervision for children in our care. Volunteers younger than 14 may only volunteer with a parent.
- 2) Two-worker(minimum) rule: Two RBC volunteers, paid or volunteer, must be present at any RBC activity where children or minors are present including online or by phone.
- 3) Classroom volunteers are never to be alone with a child.
- 4) Ensure that all rooms where ministry is taking place are accessible ( not locked) to the director on duty. When possible the door should remain open.
- 5) There should be no private conversations, texts or online chats.
- 6) Report to director all suspicious or inappropriate behavior between any RBC volunteer/worker and a child.
- 7) Directors handle all bathroom duties. Directors will leave the bathroom door open when direct assistance is required. Parents are encouraged to take their children to the bathroom before dropping them off for class.
- 8) Diapering duties will be performed by female adults only in full view of other volunteers/workers.
- 9) Cell phones should only be used in emergency situations.

## Pre-Volunteer Screening

All volunteers who have contact with minors and all paid staff must:

- 1) Be screened by a face-to-face interview with a director.
- 2) Read and sign the Child Protection Policy.
- 3) Watch the online Abuse Awareness Training. Link will be provided.
- 4) Complete the RBC approved background check. The following would prevent a person from serving/working with children:
  - Any crime against children;
  - Any sex crime of any type;
  - All felony convictions.
- 5) Teachers must be approved by an elder.

## Check-in/Check-out Policy

Children through the age of fifth grade must be signed in using our check-in system. Children receive a nametag with their name, class, allergies and a security code which matches the security code of the adult who signs them in. An adult with the security slip must pick them up from their classrooms. Siblings who are 16 or older may pick up but only if they have the security slip. In the event of a lost security slip, a director must approve the release of the child. If the director doesn't know the person attempting to pick up the child, an elder must verify their identity.

## **Sick Child Policy**

It is our desire to provide a healthy and safe environment to all children at RBC. 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 and/or
- Other symptoms of communicable or infectious disease.

Children who are observed to be ill will be separated from other children and a director will contact the parent to request that the child be picked up.

## **Medication Policy**

It is the policy of RBC not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted by parents of children with potentially life threatening conditions. Parents should address their situation with the volunteer and the director to have a plan of action prior to dropping the child off in the classroom. This plan of action should be in writing and kept in a secure area of the classroom.

## **Accidental Injuries to Children**

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

1. For minor injuries, scrapes, and bruises, volunteers/workers will provide first aid (Band-aids, ice packs, etc.) as appropriate and will notify the parent or guardian at the time of pick up.
2. For serious injuries the parent or guardian will be immediately summoned by a director. In life threatening situations an ambulance shall be called.
3. An incident report should be filled out by the volunteer/director for all incidents. Report should be signed by the person who picks up the child.

Signature \_\_\_\_\_