

# Child Protection Policy

## Volunteers and Training:

1. All FPC staff and all volunteers working with children will complete a national background check. Fingerprints will be required.
2. The church administrator or receptionist will be responsible for the screening.
3. The Children's Director and Nursery Coordinator are responsible for ensuring each volunteer is referred for screening.
4. All volunteers will be trained each year. Mid-year reminders of policy will be sent out also.
5. The training manual will include a date and signature line for the trainer and trainee to document completion.
6. The training will also include a short quiz.
7. All volunteers must wear official volunteer name and picture badge.
8. The policies will be posted in the rooms where volunteers work with children.

## Nursery:

1. There must always be at least two volunteers at all times. No one should be left alone with a child at any given time.
2. If a child, kindergarten or younger, needs assistance using the restroom, two adults will accompany the child and the stall door must remain open at all times. If two adult volunteers are not available, then the parent will be paged.
3. The children are encouraged to form relationships with a variety of caregivers. There should be no "special relationships".
4. No kissing.
5. No touching or fondling a child's private areas.
6. If a volunteer sees strange behavior from another volunteer, they must report immediately to children's director.
7. Discipline should never be physical. Verbal discipline should not be demeaning.
8. There will be no exceptions to these policies. Failure to follow policy will result in dismissal of volunteer duties.
9. We will look over and adjust this policy yearly to ensure safety for our children.

## Sunday School:

1. Children 1<sup>st</sup> grade and older will be discouraged from using restroom during Sunday school. If an emergency, they must use restroom in pairs. They must be instructed by teacher to stay together and promptly return to classroom. The teacher will stand by the classroom door to watch the children. An adult must check restroom before children enter. If two adults are not available, they may ask nursery coordinator for help checking bathroom. Teacher must listen and be alarmed if they hear the alarm on emergency exit door or the elevator bell while children are using restroom.

2. Kindergarten and younger must use restroom with two helpers or a parent is paged . It is encouraged for the teachers of this age group to go with their adult helper and take entire class on a bathroom break sometime during class.
3. If anyone notices any adult they don't know, hanging near the bathrooms or near classrooms they should alert children's director or staff member.
4. If teachers or helpers see someone unsafe hanging near the rooms or bathrooms they must go to nursery with children and page 910 for emergency staff assistance. (Strong men) and or dial 911 from children's director office across from nursery.
5. If a child has to use bathroom several times during a service and this becomes a habit, we must discuss this with their parent and encourage parents to stick around to assist their child. It is also helpful if parents can walk their children down and have them use restroom before they go to their classroom
6. If there is an emergency, children will be evacuated to the nearest exit and teacher will bring children to the grassy area to the side of church. Parents will be instructed from the pulpit to retrieve their children there. Stay with the kids until all are retrieved.
7. Teachers will not let children sit on laps.
8. If there is only one student and one teacher during a class, the teacher and student must conduct class from the fellowship hall.
9. Car policy for field trips: 2 adults in every car.
10. There will be no exceptions to these policies. Failure to follow policy will result in dismissal of volunteer duties.
11. Discipline should never be physical. Verbal discipline should not be demeaning.
12. We will look over and adjust this policy yearly to ensure ultimate safety for our children.