



Kid's Ministry Policies and Guidelines

SPRINGS KIDS OVERVIEW

MISSION:

Springs Kids exists to build spiritual foundations in the lives of children birth- 12 years old AND to acknowledge, train, and equip parents to have the primary discipleship role in the lives of their children.

VISION/GOALS:

**To teach and work towards kids that are:*

- 1. Powerful in prayer**
- 2. Responsive in worship**
- 3. Biblically fluent**
- 4. Spirit Empowered**
- 5. Actively serving**
- 6. Bold in faith**
- 7. Giving selflessly**
- 8. Living like Christ**
- 9. Connected and see the value in a community of believers**

**To see parents fully engaged, resourced, and equipped to disciple their children in the ways of following Jesus.*

VALUES:

#1- We will make it safe

A child's safety is our number one priority. Every team member will be background checked and we have a secure check-in/out system. Security team members will be placed at all kids entrances.

#2- We will share Jesus with passion

Sharing the Gospel is our favorite thing to do. We provide opportunities for kids to experience a living God and build spiritual foundations in their lives.

#3- We will bring the fun

It's not chaos- it's outrageous FUN! Big games, loud worship, creative Bible teaching are just some of the ways we bring fun to church. And of course, our super fun team members who make Springs Kids a place where kids want to come each week.

#4- We will connect the family

We love families and want to partner with them to raise kids who love Jesus and change the world.

TEAM MEMBER GUIDELINES

The following steps are required of any person desiring to join the team in the Children's Ministry at The Springs Church regardless of how long they have attended the church:

- 1. Complete a Children's Ministry Application**
 - a. w/ at least 1 Personal Reference**
 - b. Background Check (Agree to a bi-annual background check)**
- 2. Face to face interview with a Ministry Leader**
- 3. Shadow a Team member in the area you wish to serve.**

The following guidelines are the standard of excellence we hold our Team Members in Springs Kids to:

- 1. Have a personal relationship with Jesus.**
- 2. Be in agreement with the core beliefs of The Springs Church and be committed to the vision and leadership of Springs Kids.**
- 3. Must attend The Springs Church and be a member.**
- 4. Exemplify a commitment to excellence through faithfully serving at your scheduled time and arriving early, prepared, and excited to pour into kids.**
 - a. Contact a leader with scheduling conflicts, emergencies, or if you cannot service at your scheduled time.**
- 5. Be faithful to regular church services... team members should make it a point to attend at least one service a week at The Springs Church. On weeks they serve in kids ministry, we ask that you "serve one/sit one". Meaning you attend the main service during the opposite time that you serve. (ex: serve 9am/main service 11am)**
- 6. Attend team meetings and trainings when they are available.**

TEAM MEMBER MINISTRY DESCRIPTION (GENERAL)*

***Descriptions of ministry and responsibilities for specific ages/groups will be discussed upon placement on that team.**

As a Team Member of Springs Kids:

- 1. I will live my journey of faith in Jesus out loud in front of kids so that they can “catch” what it means to follow Jesus while building spiritual foundations into their lives through Biblical teaching.**
- 2. I will engage with kids on their level in a loving, creative, Christ-centered way.**
- 3. I will acknowledge parents as having the primary discipleship role in their children’s lives as well as partner with and help equip them in this task.**

TEEN VOLUNTEERING POLICY

We appreciate our teens’ willingness to serve in the Children’s Ministry Department. We believe God can use young people to minister in very impactful ways.

The following guidelines are given to help clarify our policies:

- To volunteer in the Nursery you need to be at least 16 years of age to serve without a parent. Younger than 16 MUST have a parent/adult scheduled with them.**
- To volunteer in Preschool you need to be at least 13 or have completed our junior leadership program.**
- To volunteer in K-5th grade Kids Church you need to be at least 16 years of age.**
- All teen volunteers are required to complete a Children’s Ministry Volunteers Application. This application must be approved by the Ministry Leader.**
- All teens who volunteer in the Children’s Ministry Department are expected to attend all meetings and trainings, as well as abide by all policies and procedures.**

SECURITY, SAFETY AND EMERGENCIES

The first goal of The Springs Church Children's Ministry is to provide a safe, secure, loving environment for children to participate in and where parents feel comfortable leaving their child. Therefore, we have a policy that reflects our desire to prevent child abuse and to report child abuse if we become aware of it.

Our first line of defense in preventing child abuse is the application, screening, and interview process that all team members in our ministry must complete prior to being placed in a serving position. All people who work with children regardless of their area of ministry are expected to adhere to the following policies.

Security Check-in for Springs Kids Ministry

- When parents check in their child (birth –12 years) the following will take place:
 1. Each child will be given a numbered name tag to adhere to their clothing
 2. The parent will be given a matching numbered sticker.
 3. During parent pickup, children will only be returned to the parent with the matching sticker. *There may be custody situations between parents that we are unaware of. Therefore, the parent must have the matching sticker.*
- If a parent has lost their sticker, please refer them to a staff member.
- **UNDER NO CIRCUMSTANCES RETURN A CHILD TO ANYONE other than the parent WITHOUT THE matching sticker.**
- All children must remain in their classroom until picked up by a parent.
- Security members will only allow people with the stickers to enter the children's area.

Contacting a parent during a service or event

- **If you need to call a parent to pick up their child, follow the steps below:**
 1. **Find the number on the sticker of the child.**
 2. **Text the parent through Check-ins first. If they don't respond after a few minutes, text from regular phone number.**
- **This will notify the parent in the main sanctuary that their child needs assistance.**

Emergency Procedures

- **In the event of a fire, the following steps must be taken:**
 1. **Remain calm and collected as a teacher.**
 2. **Before leaving the classroom, ensure that you have an accurate head count of all children in your classroom.**
 3. **Line all the children in a single file line in front of emergency exit door in the rear of the building.**
 4. **Have all children link arms or hold hands.**
 5. **Lead all children outside and to the grass behind the building or to the playground.**
 6. **Instruct the children sit down on the grass and ensure that you have an accurate head count.**
 7. **If a parent comes to pick up their children, they must show their sticker number or else you may not release them.**

- **In the event of an active shooter, the following steps must be taken:**
 4. **The church security team will communicate to all portions of the campus, "Attention! - Code Lockdown!"**
 5. **Upon hearing the "Attention, Code Lockdown", team members must prevent all person(s) from leaving the room in which they are currently in**
 6. **Close all doors and windows**
 7. **Close curtains/blinds, if possible**
 8. **Move people away from glass windows/ doors and turn lights OFF**
 9. **Instruct everyone in your room to remain quiet.**
 10. **When all threats are neutralized, the security team will communicate with all classrooms with further instructions.**
 - **It might be necessary to remain in "Code - Lockdown" until first responders clear the Church Campus room-by-room.**
 11. **If a continued "Code - Lockdown" is not necessary, the security team will communicate to each classroom and provide the "ALL CLEAR".**

Bathroom Policies

When a child needs to go to the bathroom:

- **Take at least one other child or Team Member along. This is called the “Rule of Three.”**
- **The bathrooms that are located in the children’s area are for children only.**
- **Team Members are to use the bathrooms in the foyer.**
- **No Team Member is permitted to go in the bathroom with a child. Wait outside the bathroom for the child.**
- **Before allowing a child to enter the bathroom, ensure that there are no adults or teens in the bathroom. Wait until the bathroom is clear of all other individuals before allowing a child to enter.**
- **If a child needs assistance, a female Team Member may assist them. However, while helping a child in the bathroom, always leave the door open far enough that other Team Member can see in.**
- **To prevent issues in the bathroom we permit 2 boys in the boy’s bathroom at a time and no more than 3 girls in the girl’s bathroom.**
- **Do not allow the children to watch while another child is using the bathroom.**
- **If taking a group of children to the bathroom, they should be in age appropriate groups.**

In bathroom emergencies, use disposable gloves, located in a cabinet in each classroom, when handling soiled clothing. Soiled clothing should be placed in a plastic bag and labeled with the child’s name.

Diapers may be changed by adult ladies only. Diapers are only to be changed in designated areas in the nursery, and in the presence of another Team Member. We request that men do not help with diaper changes.

General Security (For Security Team Members)

During services, children are not allowed to wander around the campus. If you see a child who is “ditching” class, please approach them or contact a children’s Team Member or staff member who will take the child to their appropriate class or to the Worship Center so they may sit with their parent.

Security personnel should monitor the entrance to the children’s area to ensure that anyone without a check-in sticker or who is not a volunteer with the appropriate name sticker, is permitted into the children’s area. However, if you see an adult wandering around the children’s area without a sticker, please approach them or notify a Team Member or staff member. We rely on you to assist us in making The Springs Church a safe and secure environment for all our children.

Medical Procedures

Typically, an injury can be treated with a little loving attention, a cool cloth, or a Band-Aid. Please treat the child and complete an “Accident Report Form.”

Leave the carbon copy with the leader and give the top copy to the parents.

Please talk with the parent upon their arrival letting them know what happened and how the accident was treated. Keep in mind that we are not authorized to dispense any over-the-counter or prescription medications. In the event a child needs more attention than we can provide, the parent will be notified.

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows.

- 1. Keep calm and keep children and the injured child as calm as possible. Speak calmly to assure the child.**
- 2. Do not move the injured child and do not leave them.**
- 3. Send a fellow Team Member to find a coordinator or staff member for assistance.**
- 4. Another Team Member should take the remaining children to another class for their safety.**
- 5. If needed, the Team Member or staff member will contact 911 and/or any medical personnel available on campus.**
- 6. The Team Member or staff member will contact the parents and inform them of the child’s situation and procedure being followed.**
- 7. All Team Members and staff members involved in the emergency should write out a report of what happened immediately following the emergency.**

Medication Procedures

- 1. All medications or medical equipment that is brought by a parent/guardian of a child will be stored in the medication bin located in the classroom the child is dropped off in.**
- 2. All medications and medical equipment must be signed in on the medical sign in/sign out sheet.**
- 3. If a child should need the use of any medication, the following steps should be taken:**
 - 1. An adult leader should administer any medication/bandages/use of medical equipment.**
 - 2. An accident report sheet must be filled out and signed by the Team Member.**
 - 3. Upon parent pick up the parent should be notified of what happened and what medications were administered.**
 - 4. The incident report sheet must be given to the Ministry Leader or Children's Pastor**

Infection Control Policy and Procedure

In order to minimize the spread of any infectious diseases within the children's ministry and to ensure the health and safety of all children and adults, we have adopted the following policies and procedures.

- 1. Diapers shall be changed at the changing table or on a non-porous surface which is sanitized after each use.**
- 2. Strict hand washing is of utmost importance in the prevention of the spread of infection. Therefore, Team Members are required to wash hands after:**
 - Each diaper change**
 - Accompanying a child to the toilet**
 - Assisting a child to wipe his/her nose**
 - Contact with blood (e.g. a cut or bloody nose)**
 - Using the bathroom yourself**
 - Contact with his/her own nasal secretions**
 - Before food preparation**
 - Use of tissues for wiping eyes and nose**
 - Before eating**

Disposable towels will be used after hand washing for drying

3. **A disinfecting solution, which is available in each classroom, shall be used after each session for the following:**
 - a. **Wiping up all spills, soiling of blood, urine, and feces.**
 - b. **Diaper changing tables, cribs, swings, and walkers**
 - c. **Play equipment and toys**
 - d. **All surfaces**
 - e. **Door handles and frequently touched items (light switches, gates, etc.)**
4. **When an infant or toddler puts an object into his/her mouth, this object shall be cleaned with a disinfecting solution before being returned to the clean toy container.**
5. **All diapers and trash contaminated with spills of blood, urine, or feces shall be placed in trash cans which are lined with disposable plastic liners, covered, and out of reach of children.**
6. **Disposable gloves shall be worn by personnel cleaning bathrooms and disposing of trash.**

Classroom Procedures

- **Physical contact with children should be minimal and only in the presence of other Team Members. In elementary age classes, appropriate touches should be limited to handshakes, “high fives”, brief hugs or a brief touch on the shoulder. No child, preschool and older, should ever sit in the lap of an adult.**
- **At least two Team Members should be present at all times. No child should EVER be alone with a volunteer.**
- **When checking a child’s diaper, an adult team member may look down the back of a diaper or lightly pat the butt of a child to see if their diaper needs to be changed**

Approved activities

- Activities or outings outside of regularly scheduled classes or childcare must be pre-approved by the Children's Pastor.
- Volunteers are NEVER to take a child to the child's home without another adult accompanying them.
- Volunteers and leaders should be cautious and remain in groups at all outings.
- In the case of overnights, retreats, camp-outs, etc., make sure you are never alone with a child (unless the child is your own.)
- We never want our actions to be the cause of suspicion or questions. Our lives should always be a positive testimony to the children.

DISCIPLINE

Why We Correct

The purpose of correction is completely redemptive; it is a tool used to assist a child to improve their behavior.

We as children of God are corrected and disciplined by our heavenly father.

Hebrews 12:10 *"For our earthly fathers disciplined us for a few years, doing the best they knew how. But God's discipline is always good for us, so that we might share in his holiness."* (NLT)

This picture of our loving Heavenly Father is the way we must approach correction even in the smallest of ways.

- We must truly love each child no matter their action, just as our Heavenly Father loves us.
- We never correct from anger. We correct from love and in love.
- We must always treat each child with respect.
- As teachers and team members we must understand that our role in the life of this child is meant only to supplement the voice of a parent and not be the parent.

With the above understanding of correction, here are some tools that will help you in correcting a child.

Stepping Stone System

The “Stepping Stone System” encourages good behavior with a progression of corrections that moves from lesser consequences to greater consequences as a child continues to break rules.

4. Example of progression:

- 1. Upon 1st offense: Give a warning (Move them to a different seat or area of the room)**
- 2. Upon 2nd offense: Sit in time out for 5 minutes (Or let them miss an activity they enjoy.)**
- 3. Upon 3rd offense: Notify parent or guardian to remove them from the class.**

Do Not's of Discipline:

- 1. Do not forcefully grab a child**
- 2. Do not spank a child**
- 3. Do not embarrass a child**
- 4. Do not raise your voice in anger**
- 5. Do not make threats**

Child Aggressive Behavior

- We have a zero tolerance policy for physical aggression of any kind.**
- If a child is acting aggressively towards another child in the form of hitting, punching, smacking, biting etc. the parents must be notified to remove their child from the class immediately.**
- If both and/or multiple children in an incident are responsible for displaying aggressive behavior, the parent of each child should be notified to remove their child from the class immediately.**
- If a child is injured as a result of aggressive behavior inflicted by another child, an injury report must be filled out and the parent must be informed.**

SEXUAL MISCONDUCT POLICY

Purpose

To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct

Standard of Conduct

All team members, full-time and part-time staff, of The Springs Church are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Definitions

Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or 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

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

Reporting Procedures

For sexual misconduct:

1. All allegations must be taken seriously.
2. All allegations should be reported to the Children’s Pastor as immediately as possible.
3. The Children’s Pastor will notify the parents or legal guardian.
4. All situations will be handled immediately with due respect for people’s privacy and confidentiality.

5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the Children's Pastor until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

For other abuse suspicion or admitted by a child:

1. Tell leader and a Kids Staff Pastor
2. They will walk you through how to call and make a report.

Investigation of an Allegation

1. All allegations will be investigated by the Family Life Team.
2. Any accused team member will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.

PARENTAL RESPONSIBILITIES

- Parents will be requested to refrain from bringing their child to a specific session if the child has a temperature greater than 100 degrees, has a rash, or if diarrhea is present.
- Parents are to bring disposable diapers for all babies not potty trained.
- If any child exhibits persistent biting behavior while in an early childhood session, his/her parents will be asked to remove that child until such behavior ceases.
- Parents are required to stay on premises while child is in the care of the Children's Ministry, unless otherwise established by event coordinator.