



Dear Children's Ministry Worker,

Here at SDBC we believe that having a well-thought-out Child Safety Policy is part of the wisdom to which Christ calls us to. We are aware that even with such a policy in place, we remain dependent on Christ and his ultimate protection. However, this policy will give us confidence that our children will have a safe environment in which to learn and grow in their Christian faith.

We are asking that anyone in children's ministry read the required forms about the Child Safety Policies. We thank you for your help and cooperation in advance.

Our efforts in this area are a bit like a CPR class. You never expect to have a problem, yet you take all the precautions you possibly can. You train in order to know how to respond if there is a situation calling for action, believing and praying that it will not be needed.

Thank you for caring about children and partnering with us to help them grow in their faith journey.

Serving together,

Sue Gibson,
Director of Family Life

SDBC
Family Ministry

Our Mission

To assist the family in training their kids to honour Jesus who gives hope to all

Our Vision

To be a team of believers that teach and model for children how to
Love Like Jesus

Our Values

Rely on God
Child Targeted
Relational
Creative Teaching
Safe
Fun
Child Safety Policy

We desire to protect and support those who work with our children. These policies to prevent child abuse, neglect, or unfounded allegations against workers or teachers address three major areas:

1. worker selection;
2. worker practices; and
3. reporting obligation.

Selecting Children's Workers

- All volunteer children's workers should complete a Volunteer Application Form and a criminal record check.
- A personal interview may be included as part of the selection process.
- Where circumstances merit, personal references listed in the application will be checked to further determine the suitability and character of the application. The reference check will be documented.
- All workers with children should be members of SDBC or have been approved by the Director of Family Ministries.

Safety Policies for Children's Ministries

- Each group of children should have **at least two** workers who are not related to each other, with at least one being an adult at all times.
- For children, infant through kindergarten age, the desirable ratio is one worker for every four children. For grades one through five, the desirable ratio is one worker for every eight children.
- Window blinds and doors are to be kept open (or doors should have windows). A supervisor or designated adult representative will circulate where children's activities are occurring.
- When taking children to the restroom, workers should supervise children by staying out of the restroom at the open door until the child is finished in the stall. Workers enter to assist only when necessary and leaving the door ajar when doing so.
- All drivers transporting children on out-of-town activities shall be a minimum age of 25 and shall complete a Driver Form which must be approved by the Director of Family Ministries.
- In the nursery, diapers are to be changed only in designated areas and in the presence of other caregivers. Gloves are to be worn at all times during diapering and area wiped with Lysol wipes when finished.
- If a child has been injured during the time they are in our care, the caregiver needs to call for the Kids Team staff member right away. They will then need to fill out an accident form and turn it into the Director of Family Ministries who will then notify the parents. Notification is to be done at pick up of child. If the parent is needed right away, the Kids Team staff will call the parent to come.

Reporting Obligation and Procedure

1. All caregivers are to be familiar with the definition of child abuse (see below).
2. If a caregiver suspects that a child in the church has been abused, the following steps are to be followed:
 - report the suspected abuse to the Director of Family Ministries;
 - do not interview the child regarding the suspected abuse. The interview process will be handled by trained personnel; and
 - do not discuss the suspected abuse. It is important that all information about the suspected child abuse (victim and abuser) be kept confidential.

DEFINITIONS OF CHILD ABUSE

Defined by The National Committee for Prevention of Child Abuse

Physical Abuse

Nonaccidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

Neglect

The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also, abandonment and inadequate supervision.

Sexual Abuse

The sexual exploration of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.

Emotional Abuse

Failure to acknowledge a child's worth. Similar to ignoring, except that the authority figure demeans the child's accomplishment outright. Also, failure to provide positive stimulation.

Behavioral Expectations of Children

Behavioural expectations are set for the safety and protection of the children, others, and the environment, with a view to the child's optimal social emotional and spiritual growth. Expectations need to be consistent, simple, and clearly outlined to the children.

1. Use your speaking voice indoors. Shouting voices belong outside.
2. We use our listening ears. We need to hear each other's words.
3. We use our helping hands; we work together in kind and gentle ways.
4. We use our walking feet inside. Running feet belong outside or in the gym.
5. If we use our speaking voices, listening ears, helping hands, and walking feet, we do not need to solve problems by hitting, pushing, biting, kicking, or yelling.
6. When we feel uncomfortable or see another child with a problem, quietly tell an adult.

Working Solutions

Staff needs to show respect by establishing and holding eye contact, calling the child by name, and speaking in a calm, well-modulated manner.

Staff focus on a specific behaviour, rather than the child's character, in order to preserve the child's integrity. This serves to guide them in a positive manner towards resolution.

Staff offers guidance to the child to discover and verbally reflect the behavioural expectation in question, encouraging restatement in simple words.

Appropriate behaviour is acknowledged and warmly affirmed in both work and action.

Handling stress or Anger

Staff encourage children to express feelings of distress and anger safely, in non-damaging ways.

Discipline Policy

Rules we obey to show our love for God and one another.

We show respect by:

- Using kind words to everyone.

- Keeping hands and feet to ourselves.
- Being quiet when others are speaking.
- Raising our hand when we want to speak.
- Using inside voices and inside feet (no running).
- Taking care of church property and supplies.

Positive Rewards:

- Learn about God and please him.
- Building friendships.

Negative Consequences:

We have a 3-step process:

Step 1: Child should receive a verbal warning from the adult in the room.

Step 2: Time out away from group and in a public area: i.e.: a quiet corner of the room.

- Give the child time to describe their behaviour that was inappropriate and how they can correct it.
- Immediately follow-up with telling the child how much you, and God, love them.
- Have the child make any apologies needed.

Step 3: If the child continues to misbehave call kids team staff and explain all the details of misbehaviour in a private manner. The kids team staff will then speak to the child and then to the parents.

Infectious Disease Policy

We commit ourselves to being knowledgeable and informed about infectious diseases and to be a support network that is nonjudgment, compassionate, and Christ-centered, capable of providing spiritual and emotional support to those infected as well as affected family members and friends. We believe we are assisting God's work in the person's life when we extend compassionate care to infected people.

1. The best way to prevent the spread of most infections, including blood-transmitted infections, is to utilize Universal Precautions (such as wearing gloves and hand washing upon diapering, contact with body fluids or blood). Universal Precautions implies the secretion from everyone (e.g., nasal drainage, coughed material, stool, and blood) are considered potentially infectious, thus precautionary and preventative measures are routinely followed. Universal Precautions will be practiced in all areas of the church's ministry.
2. Symptoms or signs of illnesses that would preclude adults from caring for the children or the children being cared for, include the following:
 - Fever;
 - communicable diseases (i.e., measles, mumps, chickenpox, hepatitis COVID-19 etc.);
 - respiratory infections (i.e., bad colds, discharge from nose, eyes/ears, severe coughing);
 - stomach flu (i.e., vomiting or diarrhea); and/or
 - skin infections (i.e., impetigo, infected discharging sores, lice, scabies).
3. Enforcement of the policy shall be the responsibility of the classroom leader. If the leader needs additional support or information they may call any member of the SDBC Kids Team to speak to the parent.
4. A parent of an excluded child may request readmittance by written clearance from a physician, or by demonstration that the exclusionary condition is not longer present. Requests should be made to the SDBC Staff.
5. Baptism candidates with open sores will not be baptized until the sores clear up.
6. Communication of this policy will flow from the Church Board through the church staff to all departments.
7. "There is no B.C. Government regulation stating that the identity of a child with HIV or Aids must be made known to a daycare or nursery facility." This information was obtained from the B.C. Licensing Agency for daycare centres in Surrey and Delta.
8. Preventing worker's exposure to HIV (Aids) and other germs:
 - a) Wear plastic disposable gloves when treating a bleeding wound or cleaning up body fluids or diaper changing.
 - b) Wash hands thoroughly (with soap and hot water) before and after exposure to blood or diaper changes.
 - c) Clean any contaminated surface with soap and water or chlorine bleach solution (1-part bleach and 9 parts water).
9. The diaper changing area or anything else that comes in contact with a child's bowel movement or urine should be cleaned as per 8(c) after every diaper

change. The diaper changing area should be a smooth, non-porous (i.e., not on a carpet or in the crib) surface (i.e., Formica, plastic, stainless steel, vinyl covered pad).

10. Keep food and bottles away from diapering area.

*Note: Some of the above information and recommendations come from Canadian Public Health Association, Boundary Health Unit (Delta), and B.C. Licensing Agency for Daycare Centres (Surrey and Delta).