

LIFEkids Volunteer,

We are absolutely thrilled that you've chosen to join the LIFEkids team this year as we invest in the next generation. We believe that we are serving the most important ministry in the church, and when we are successful, it not only affects singular lives, but generations. With over 70% of decisions about Christ happening between the ages of 4 and 14 years old, we as children's ministry servants have a large mission field.

What you do at LIFEkids is more than just babysitting or childcare. With your actions and words, you are showing our children that they are loved by God, created to serve God, and fully part of the community of God at LIFEHOUSE Church. We can't begin to thank you enough for the time, energy, money, effort, and love you pour into our children each month at LIFEkids.

We do our best to make volunteering at LIFEkids an enjoyable experience for our volunteers and our children. We have an "open-door" policy in terms of suggestions, feedback, comments, or concerns. Please feel free to email or call us at any time with your comments about LIFEkids, and we hope you'll utilize the feedback page available on Sunday mornings. So much happens on a Sunday morning that we often forget about a suggestion told in passing, so writing these down will help make sure the issue is addressed.

Thank you so much for all you do to make LIFEkids the best possible ministry for our children. As you serve, be confident that God is working in the lives of our children and be assured that you can make a difference in the life of a child. Our prayer is that your life will be changed, your mind renewed, and your heart filled through this calling as we serve together.

We are honored that you're on our team, and we look forward to serving with you,

Kendra
LIFEkids Director
lifekids@lifehousechurchoh.com

Logo & Mission Statement

My favorite part about our logo is that it reflects our mission and purpose at LIFEkids. Our mission and vision statement says:

"Leading children to new life in Christ."

"Helping children KNOW Jesus as their Savior, GROW in their walk with Jesus, and GO tell others about Him."

I know that's a lot to remember, so the short version is "KNOW, GROW and GO." We want children to KNOW Jesus personally, to GROW in their walks with Christ, and then GO out and serve the world in His name.



Top Ten Volunteer Expectations

- 1) **Be prepared and on time!** We send out the invite to serve and the lesson that will be taught each week, so you have plenty of time to review the lesson before Sunday morning. Arrive in the 4's-5's room at 8:30am for HUDDLE (for 9am serving) and 10:10am (for 10:30am serving). You should be in your classroom at 8:40am (for 9am serving) or 10:15 (for 10:30am serving) so you are ready to greet children as they arrive. Volunteer nametags will be provided for each ministry area and should be worn each Sunday you serve.
- 2) Plan on **staying after service to tear down the kids' area** and reset the classrooms. Volunteers are responsible for helping us clean up each classroom and re-set the rooms before leaving. Many hands make light work!
- 3) If you cannot serve on your regular week, please **find a substitute to serve in your place**. Let us know ahead of time and use Planning Center Online or the Volunteer Facebook Group to let us know.
- 4) **Be engaged and write postcards!** Please refrain from using your cell phone while you are serving and be actively involved with the children. You only get to see them two hours a month, so please give them your full attention when you serve. One great way to stay engaged is to write a postcard to a child each time you serve. Use snack time or closing activity time to grab a postcard from our folders and write a note of encouragement to one of our children at LIFEkids. Then just leave your note in the folder, and we'll mail it for you that week! More details on page 7.
- 5) **Stay in touch!** Be sure to join our the LIFEkids Volunteer Facebook Group and Planning Center Online so we can all stay in touch! Let us know when something isn't working so we can solve the problem. Plan get togethers within your class.
- 6) **Always follow the 2 adult rule.** You should never be alone with a child. Always have 2 leaders in the classroom. If you have a need, please call security and wait until they come before leaving the classroom.
- 7) **Follow the script, but be flexible.** If something isn't working, try it a different way, but please keep the biblical theme/focus as a priority in your adjustments.
- 8) **Pray** for the children you serve!
- 9) **Get fed yourself!** Good teaching comes from an overflow of your heart, and we ask that all volunteers attend a Sunday service the hour you are not serving with LIFEkids, and/or be involved in a LIFEgroup.
- 10) **Have fun!** Let the kids see your excitement and your passion for God.



Who's on the Team?

Nursery Volunteers

Serve in the nursery room. Responsibilities include engaging our babies and toddlers in faith activities, assisting with snack time, and helping our babies learn that church is a fun and safe place. Must be 16 years or older.

Nursery Lead Volunteers

Serve as a Nursery Team "captain." Responsibilities include changing diapers, leading children and other volunteers through the morning schedule, and acting as overall leader. Preparation includes previewing the lesson activities via Planning Center Online prior to Sunday morning.

Preschool Volunteers

Serve in the preschool classroom. Responsibilities include assisting with craft, snack, and bathroom breaks, and engaging with our preschoolers as they discover more about God. Preparation includes previewing the craft and activities via Planning Center Online prior to Sunday morning.

Preschool Lead Teachers

Serve in one of the preschool classrooms. Responsibilities include teaching the Bible lesson, leading the children and volunteers through the morning's schedule, and acting as overall leader. Preparation includes previewing the lesson in its entirety via Planning Center Online prior to Sunday morning.

Elementary Small Group Leaders

Serve in one of the elementary classes. Responsibilities include crowd control, encouraging participation during worship and the Bible lesson, and leading a specific small group through our stations. These volunteers serve with the same age group/small group each month. Preparation includes previewing the overview and station instructions via Planning Center Online prior to Sunday morning.

Elementary Lead Teachers

Serve in one of our elementary classes. Responsibilities include teaching the Bible lesson, leading them in games and activities, and facilitating the Bible study/lesson portion of the morning. Preparation includes previewing the lesson in its entirety via Planning Center Online prior to Sunday morning.



How to Join the Team

Steps to Joining the LIFEkids Volunteer Team:

- 1) Contact the Children's Ministry Director (Kendra Harmon) about serving.
- 2) Complete Child Worker application and background check request form and submit.
- 3) If no red flags show up on your application or background check, Kendra will then set up a time to meet with you to go over what serving in LIFEkids looks like.
- 4) Familiarize yourself with Planning Center Online and confirm online profile information.
- 5) Read all informational emails and respond with any questions or concerns as needed.
- 6) Get assigned to a volunteer team.
- 7) Shadow another volunteer to learn the ropes.
- 8) Attend volunteer trainings
- 9) Get started!



Crew Cards

As a way to encourage our children throughout the week, we're asking you to take just a couple minutes after each Sunday service to write a note to a child. Grab a postcard and a pen from this folder, write a quick note, then stick it right back in the folder. We'll mail it for you this week, and our kids will be PUMPED to get a postcard from you! Not sure what to write? Think of CREW and choose one or more of the ideas below!

C - Congratulate... Let them know you're proud of them for something! Did you notice a child share with someone else? Did you hear them encourage someone else? Did they pray out loud for the first time? Did they ask questions that showed they're really thinking about what they're learning?

R - Remind... Remind kids what we learned about today. Ask them if they've thought about the lesson since Sunday. Share your favorite part of the Bible story or the morning.

E - Encourage... Did their smile and good attitude brighten your day? Did you notice they seemed sad about something and you want to let them know you're praying for them? You were a great listener when... I loved that you showed a servant's attitude when... You are so good at...

W - We missed you... Look for the name of a child who wasn't at church today and write them a little note to let them know how much you missed seeing them!

How to Find a Sub

If you ever have to miss your regularly scheduled Sunday, it is your responsibility to find a sub to fill in for you. Follow these steps and use the resources online and throughout this book to find a sub. All subs you ask should serve regularly in the same age group you are requesting a sub for (i.e. if you need a sub for your nursery position, please recruit only other nursery volunteers, not elementary or preschool volunteers).

- 1) Let the LIFEkids Director (Kendra)/Nursery Coordinator (Amber) know that you will be out but that you are looking for a sub.
- 2) Use the Contact Lists here in the Handbook to reach out to volunteers in your age group who serve on other weeks.
- 3) Post on the LIFEkids Volunteers Facebook Group requesting a sub. Be sure to include the date and age group you need a sub for, and if there are dates you're available to switch, share that too!
- 4) Use Planning Center Online to reach out to other volunteers by searching through different teams or viewing who missed their regularly scheduled week.
- 5) Once you find a sub, notify the LIFEkids Director/Nursery Coordinator of the changes so we can make the appropriate scheduling changes in Planning Center Online.

Helpful Hints for Finding a Sub:

- If you can switch weeks with someone and fill in for them, they are often more willing to fill in for you!
- Personal asks are often more effective than general requests in the Facebook group.
- A few of our brilliant volunteers found a buddy on another week of the month as their go-to subs. Find another volunteer in your age group that serves on a different week and ask them to be your go-to switch buddy throughout the year!



5th Sundays

All elementary age students will be in the service with their parents on 5th Sundays. We call these Sundays our Family Sundays. All preschool will go into class as usual. If you are willing to serve a 5th Sunday please let Kendra know...there are only 4 a year! Here are the dates of the 5th Sundays for 2022/2023:

October 30th
January 29th
April 30th
July 30th
October 29th
December 31st

LIFEkids Volunteers Facebook Group

The LIFEkids Volunteers Facebook Group is a secret group, meaning you can request permission to join, but only the LIFEkids Director can approve your request. All posts in this group are private and only seen by members of the group. Volunteers can request to join the Facebook Group after training in the fall and will be added within the first month. Find this group by searching "LIFEkids Dream Team" in your Facebook search browser. If you do not see the group listed, please contact the Kendra immediately. We use this secret group to:

- Request subs/switching weeks
- Share news or funny stories from time with our kids
- Make announcements about upcoming events
- Celebrate our volunteers of the month
- Have fun together!



LIFEkids Nursery Team

Who's on the Team: Children birth through 2 years old, Nursery Volunteers, and Nursery Leads.

Where Does it Happen: Rooms 101A & 101B

What Happens: In the LIFEkids Nursery, we have one Nursery Lead Volunteer who is in charge of changing diapers, leading our curriculum lessons, and who runs the overall schedule of the morning.

Check In/Out: Check in begins at 8:40am or 10:15am. Every child should wear a name tag on their backs

Diapering and Restroom Procedures:

Diapering

- Checked periodically to make sure that children are comfortable and clean
- All children should be changed before pick up
- Another adult (age 18 or older) present and done in a visible area
- Changing table will be sprayed down after each changing.
- Nursery Volunteer will always wear gloves and gather supplies before placing child on table
- Diaper will be changed and baby's area cleaned with a wipe.
- Old diaper will be folded and discarded into a trash can kept in the changing room.
- A fresh diaper will be applied and the child will be redressed
- Place an "I've Been Changed" sticker on/near the child's name tag to inform parents. These stickers are located in the diaper changing bins.

Ministry Goals:

- Introduce faith to babies and toddlers through play, music and movement, and simple songs
- Children learn that church is a safe and welcoming place
- Volunteers model kind, compassionate, and nurturing behavior as babies and toddlers learn and grow through their experiences and interactions

Final Reminders:

- Don't forget to bring a clean pair of socks with you. No shoes or bare feet are allowed on the nursery floor for the safety and health of our babies.
- Wear something comfortable. You might be scooting around, sitting on the floor, or playing on the floor, so make sure to wear clothes that allow you to move easily.
- Have fun and cuddle! Our babies are so sweet, so enjoy them and remind them how much they are loved - by us and by God!



LIFEkids Preschool Team

Who's on the Team: Potty-trained children attending a preschool (ages 2-K), Preschool Lead Teachers, and Preschool Volunteers.

Where Does it Happen: 2's (Room 108); 3's (Room 110); 4's-5's (Room 107a);
K(Room 107b)

What Happens: In the LIFEkids Preschool classes, our preschoolers have a lesson, a craft, and activities. The Lead Teacher leads the lesson and runs the morning. Other volunteers help with crafts, bathroom breaks, snack time, games/activities, and more! This area is characterized by active play where the Bible is taught in interactive ways, hands-on activities, and through our Bible Story Video.

General Schedule: Because we cater the preschool crafts, activities, and games to the attention level of our little ones, time spent on each activity varies from week to week. Below is a general order of the morning with worship being the only time-scheduled item.

Drop-off Activities
Opening Activities
Offering
Opening Activities (if not completed before)
Bible Lesson
Craft
Bathroom Break
Snack time and Bible Story Video
Closing Activities/Games

Bathroom Procedures:

- Adult supervises, but allows child independence
- Open door/open stall
- Groups of 3 at all times (2 leaders to 1 child)
- Ensure proper handwashing

Check In/Out: Check In begins at 8:40 am or 10:15am. Each child should check in at the LIFEkids kiosk stations just outside the elementary classroom. Parents will complete the name tag label and place the completed name tag label on their child's shirt in a visible location. Parents will keep the matching numbered stub for check out time and walk their preschooler down to the preschool classroom. A runner will then escort the child to their classroom. For check out, parents can pick up their preschooler in the preschool classroom and must present the stub that matches the number on their child's name tag. Children should only be released to an adult with the matching numbered stub. All new families/children will need to complete new child Information before leaving their children.

Ministry Goals:

- Make the Bible fascinating for our preschoolers through interactive and engaging Bible stories
- Facilitate natural developmental skills through hands-on activities and play
- Help preschoolers form relationships and friendships with other preschoolers



Final Reminders:

- Be engaged with our preschoolers throughout the morning and look for ways to interact with them about what they are doing, whether that's coloring a Bible story picture, making the craft, or playing a game.
- Wear something comfortable. You might be scooting around, sitting on the floor, or dancing in worship so make sure to wear clothes that allow you to move easily.



LIFEkids Elementary Team

Who's on the Team: Children in 1st-6th grade, Elementary Small Group Leaders, Elementary Lead Teachers

Where Does it Happen: 1st-2nd (Room 109); 3rd-4th (Room 114); 5th-6th (Room 103)

What Happens: In the LIFEkids Elementary classes, we have a large-group and small-group format. They will always have a lesson, a craft, and activities. The Lead Teacher leads the lesson and runs the morning. Other volunteers help with crafts, bathroom breaks, and games/activities, and more! This area is characterized by active play where the Bible is taught in interactive ways, hands-on activities, and through our Bible Story Video.

General Schedule:

- Drop-off Activities
- Opening Activities
- Offering
- Opening Activities (if not completed before)
- Bible Lesson
- Craft
- Bathroom Break
- Bible Story Video
- Closing Activities/Games

Check In/Out: Check In begins at 8:40am or 10:15am. Each child should check in at the LIFEkids kiosk stations located in the LIFEkids Welcome Center. Parents will complete the name tag label and place the completed name tag label on their child's shirt in a visible location. Parents will keep the matching numbered stub for check out time. A runner will then escort the child to their classroom. For check out, parents must present the stub that matches the number on their child's name tag. Children should only be released to an adult with the matching numbered stub.

Bathroom Procedures:

- Do not allow a child to go to restroom alone
- Do not assist a child unless there is an emergency
- A group of 3 at all times if leaders are present (2 adults & 1 child)
- Inform parents of accidents/assistance

Ministry Goals:

- Bring the Bible to life through imaginative/creative story-telling and interactive learning activities
- Create a safe place for children to express their faith and offer an environment where children feel comfortable asking questions
- Provide opportunities for children to serve their church, their community, and their world
- Foster encouraging friendships and relationships

Final Reminders:

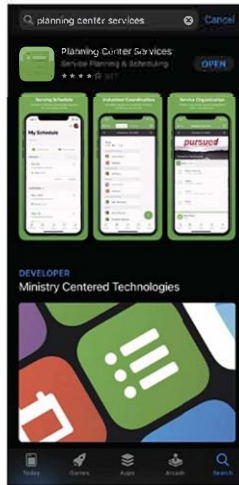
- Encourage participation and respectful behavior during worship and the lesson; this may mean reminding a child about our rules.
- Wear your LIFEkids t-shirt. This helps identify who should be in the LIFEkids area



Planning Center Online Services (PCO)

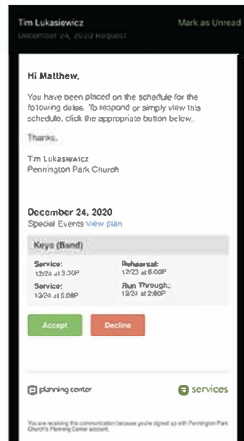
What is PCO?

- In a basic sense, PCO is an app that thousands of churches use to communicate schedules for upcoming services and events
- Planning Center has all the information you will need to know to inform you about your scheduled times
- Your PCO account will be setup and connected through your email address. You can access the software via a web browser, or through the app store.
- Here is what it looks like in most app stores

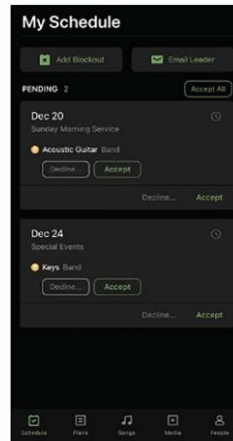


How to use PCO

- When asked to serve on a team, you will receive an email invite from Robby or Kendra Harmon that will look like this. You can accept or decline this via the email or the app. If you have the app and hit accept/decline in the email, your phone will automatically take you into the app.
Note: when declining, it is super helpful to add a reason, even if you just need to put "personal"



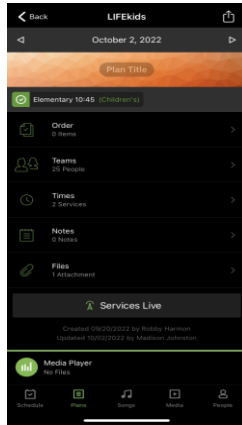
(email)



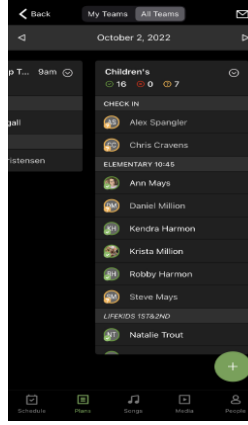
(app)



Once you receive the request, you will gain access to the event and will be able to see the home page of the schedule for that week (picture 1). To get specific information on the people serving, click "Teams" and it will take you to this screen (picture 2). Note: you can see this section before accepting/declining

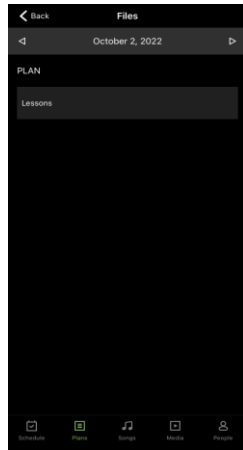


(picture 1)

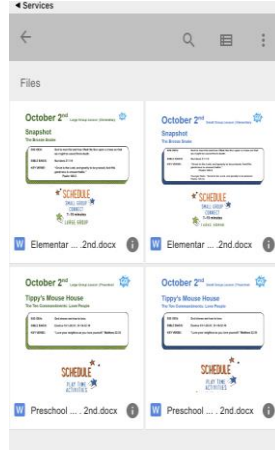


(picture 2)

To access the lesson for the week you will click on "Files" from the home page. Once you click on the "Files" tab you will see a tab that says "Lessons" (pic.1). Click on this tab. After you click you will see the Preschool Large and small group lessons and the Elementary small and large group lessons (pic.2). If you are teaching in the 2's- Kindergarten class you will choose the preschool lessons. If you are teaching in the 1st-6th grade classes you will choose the elementary lessons.



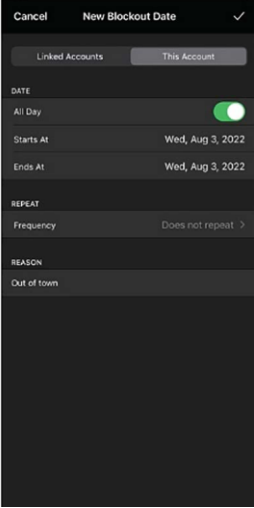
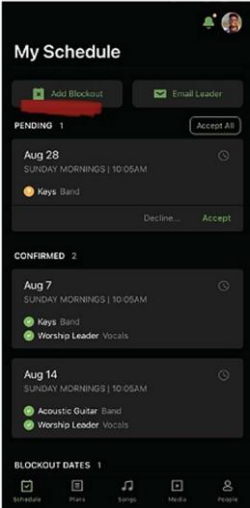
(picture 1)



(picture 2)



Blockouts are super helpful for planning teams, so if you know your family will be gone a certain week or even a few days/weeks in a row, schedule them in PCO so I know in advance! You can find the Blockouts tab on the "My Schedule" section of your app or desktop



Safety & Discipline

The 5 “I Cans” of LIFEkids

Our “I Can” Statements allow our kids to take ownership of their time at LIFEkids each week and empower them to CHOOSE to do the right thing. Rather than describe all that the kids CAN'T do, these statements describe everything the kids CAN do and they clearly set out the behavior expectations we have at LIFEkids. The acronym to help us remember our 5 I Cans is SLLRP (pronounced “slurp”).

I Can Stay Safe – This statement covers everything from “keep your hands to yourself” to “don't climb on that table” and allows kids to take responsibility for their choices and actions.

I Can Listen – With our “I Can Listen” statement, kids know they are expected to listen to whomever is speaking, whether it is a leader up front or a friend in small group.

I Can Learn – We want kids to know that LIFEkids is a place where they can learn more about Jesus, His story in the Bible, and how it applies to their lives today. This “I Can” Statement goes closely with listening and reminds kids that they will see, hear, experience, and sometimes even smell new things. Knowing this expectation of learning from the beginning helps kids prepare their hearts and minds for what God has to teach them each week.

I Can Respect – We all know kids need reminders about what respect looks like. Respect is not talking when the teacher is talking. Respect is not talking to your friend during the lesson because then they can't hear. Respect is not making fun of someone. With our “I Can Respect” statement, kids are given a friendly reminder to be respectful in a positive way.

I Can Participate – Participation looks different based on the different activities we are doing, but it basically means going with the flow and doing whatever we are doing at the time. If we are worshipping, participation looks like standing and singing praises to God. If we are playing a game, participation looks like joining in and supporting your team. If we are having a lesson, participation looks like sitting quietly and listening to what the teacher has to say. The most important aspect of this “I Can” Statement is having FUN! When kids participate, they have more opportunities to have fun. Yes, it is a place of learning, but it is also a place of joy and excitement!

Discipline: 3 strikes and you're out!

If a child is having trouble maintaining the expectations of SLLRP at any LIFEkids or LIFEHOUSE Church event, use the following “3 strikes and you're out” procedure. No physical discipline is allowed.

- 1st offense – 1 to 2 verbal warnings; remind children of our 5 I Cans
- 2nd offense – If they keep being disobedient, they will have to sit out of an activity (at this point let the director know this action had to be taken)
- 3rd offense – Send the child to the director where they may be sent home or will sit out of the rest of the morning; they will also fill out an Incident/Accident Form describing their offense, why it was wrong, and how they can make better decisions next time.



Confidentiality

All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the Director of Children's Ministry should be notified immediately and actions will be taken in line with the LIFEHOUSE Church procedures.

Further details on the safety and protection of our children can be found in the Safety Policy Manual continued in the rest of this book.

Incident/Accident Forms

If a serious injury, physical altercation, or other disciplinary issue occurs, an Incident/Accident Form will be filled out by the witness volunteer and the parent will be notified and followed-up with. Follow the directions on the form for specific instructions and be sure to complete the form in its entirety. These forms are located in the back of the binders in each classroom and should be turned in to Kendra.

Nurses on call:

Tanya Ghysels: 937-305-5578
Lauren Manseau: 781-724-9212

Walkie talkies:

Push once- should say LIFEHOUSE and which class
Hold down to talk
5 taps ONLY for emergency



LIFEHOUSE Church

SAFETY POLICIES AND PROCEDURES

“FOR THE PROTECTION OF THE VOLUNTEERS, CHILDREN & YOUTH AT LIFEHOUSE CHURCH”

Why do we need a Safety Policy?

- We want to provide our children and youth in our care a safe and secure environment.
- We have a biblical command to keep our children and youth safe. (Matthew 18:5-6)
- We need to protect volunteers against false allegations of abuse.

Church Policy Statement of Covenant

- LIFEHOUSE Church will screen all paid and volunteer workers
- LIFEHOUSE Church will establish operating procedures
- LIFEHOUSE Church will train all workers (see training details below)
- LIFEHOUSE Church will have a reporting system (see reporting details below)

Volunteer Requirements

- Consent to run background check
- Complete background check authorization
- Pass the background check with no red flags
- Attend Training on church policy and procedures
- Join LIFEHOUSE Church as an active member

Church Staff Responsibilities

- Provide background check authorization form to all volunteers
- Make sure resulting information is kept confidential
- Conduct training, instructing volunteers on policy and procedures
- Spot check / supervise volunteers to see procedures are being followed
- Review policy and procedures annually at the beginning of each school year with all past and current volunteers

Background Check Overview

- All Staff and Volunteers will be required to submit to a periodic background every 5 yrs. as required by LIFEHOUSE Church.
- Any individual with a molestation inquiry or charge will be deemed unable to volunteer with Children or Youth at LIFEHOUSE Church.
- Any individual with an alcohol or drug related charges on their criminal history check in the previous 3 years will be deemed unable to volunteer.
- Any Individual with more than three incidents on their Motor Vehicle Report in previous 3 years will not be allowed to drive children and students.
- Any individual with an alcohol or drug related Motor Vehicle Report violations in the previous 3 years will be deemed unable to drive our children / students.



Staff and Volunteer Training Components

- Child Abuse – It does happen.
 1. 1 in 16 children suffer from sexual abuse.
 2. Over 25% of abused children are under the age of three while over 45% of abused children are under the age of five.
 3. 3 million reports of child abuse are made each year in the U.S.
 4. 90% of child sexual abuse victims know the perpetrator in some way. 68% are abused by a family member.
- Types of Abuse
 1. Physical - the use of physical force that may result in bodily injury, physical pain, or impairment
 2. Sexual - any sexual act with a child performed by an adult or an older child
 3. Emotional - any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of a child's identity, dignity, and self-worth
 4. Neglect - a type of maltreatment that refers to the failure by the caregiver to provide needed, age-appropriate care although financially able to do so or offered financial or other means to do so
 5. Ritual – abuse of children as part of rituals associated with occult or religious practices
- Profile of a Child Molester
 - Known by child 80% of the time
 - Takes place in ongoing relationship
 - Between 20 – 30 years old
 - 20% abuse sexually before age 18
 - Child abusers are often married with children of their own
- Reporting System
 1. Accidents – when an unintentional act occurs and a child is hurt; a copy of this form is given to parents
 2. Incidents – When an action is observed that does not require reporting to DFCS, but does require attention; a copy of this form may or may not go to parents
 3. Suspected Abuse – When one sees, has been told of, or suspects child has been abused in some way
 4. Fill out the appropriate form above and turn into Director of Children's Ministry
 5. A copy of these forms should be present for all children's events
- How a Report is made when questionable behavior occurs:
 1. Accident – Witness gives written report to Kendra, who takes appropriate action, giving the parents a copy of the form
 2. Incident – Witness writes report. Staff speaks with involved parties, offering training or counseling if appropriate
 3. Suspected Abuse –
 - Report is filed with Department of Family and Children's Services (DFACS), the agency responsible for investigation alleged incident.
 - Police are called if immediate danger is suspected
 - Church administration is informed
 - Church administration notifies Church Attorney and Insurance Company
 - Only pre-designated person speaks with the media



- All information should be kept confidential to protect involved persons
- Pastoral support should be offered to both the victim and the accused
- Procedures to protect children and those who work with them (see below)
- Each volunteer will read and sign a statement of agreement with the above information and signed document will be kept on file

General Operating Procedures

- Two Person Rule – no adult may be alone with a child at any time; two adults must accompany a child
- Windowed Doors or Open Doors – doors to classrooms and restrooms must remain open at all times; if a door must be closed, there should be windows that allow visibility into the room
- No one under 18 in charge – even if a student is teaching, an adult must be present in each classroom at all times
- Four years older than supervised group – no volunteer may serve an age group less than 4 years their minor
- Volunteers and staff will wear nametags or identifying clothing – volunteers will wear easily-identifiable nametags or lanyards that denote their role as a volunteer with the children's ministry
- Appropriate touch policies
- Release child to appropriate adult only (or youth over 14 years old) –only a parent or legal guardian may pick up a sibling; youth under 14 will not be allowed to pick up or drop off a child

Ministry Specific Procedures – Off Site Trips (day / overnight)

- If the participants are male and female, then male and female chaperones must be present.
- Males and females attending events should not share the same sleeping quarters and should have separate restroom facilities. In the absence of separate facilities, restrooms shall not be accessed by members of the opposite gender at the same time (i.e., rotate usage).
- Experienced adult workers should be included with adults who are newcomers to ministry when planning overnight activities.
- All contact information shall be provided to and received from parents
- Adequate ratios
 - *Preschool/Elementary – 1 adult: 10 children (of same gender)
- Written parent permission
- Overnight – No adult shares a bed with a child
- Church events – at least two adults must remain while children/students are present. A single adult volunteer or staff member waiting with a child/student for a parent to arrive creates a potential compromising situation for volunteer/staff.



Diapering and Restroom Activity

- Diapering
 - Done by the designated Nursery Lead Volunteer
 - Changing table will have a plastic covering and then covered with a square of wax paper.
 - Nursery Lead Volunteer will always wear gloves and gather supplies before placing child on table.
 - At no time is a child left on a table without an adult standing at the table.
 - Diaper will be changed, baby's area cleaned with a wipe
 - Old diaper will be folded and covered with a glove and discarded into a diaper pail kept in the changing room. Other glove will be discarded at this time.
 - A fresh diaper will be applied and the child will be redressed.
 - Wax paper will be removed and replaced with new wax paper for next child
 - Another adult (age 18 or older) present
 - Done in a visible area
- Toddler and Preschoolers
 - Adult supervises, but allows child independence
 - Potty "accidents" requiring helping with two adults witnessing
 - Open door/open stall
 - 2 adults at all times
 - Ensure proper handwashing
 - Inform parent

Restroom visits with "bigger kids" (Elementary)

- Do not allow child to go to restroom alone. TAKE at least 2.
- Tell other adult (*Leave classroom door open!*)
- Do not assist child unless there is an emergency
- A group of 3 at all times (2 adults & 1 child)
- Inform parents of accidents/assistance

Discipline Basics:

- Use positive words
- Establish rules and expectations
- Tell parents the good, the bad, the good (Sandwich Rule)
- Involve church staff when necessary
- 3 strikes and you're out policy
 - 1st offense – 1 to 2 verbal warnings
 - 2nd offense – If they keep being disobedient, they will have to sit out of an activity (at this point let the director know this action had to be taken)
 - 3rd offense – Send the child to the director where they may be sent home or will sit out of the rest of the morning; they will also fill out an accident/incident form describing their offense, why it was wrong, and how they can make better decisions next time.



Why is all this necessary?

- We MUST protect our children and youth from a lifetime of pain and injury causing loss of spirit, trust and faith.
- We MUST make sure our staff, volunteers and elders are supported in case of a frivolous lawsuit.
- We MUST prevent loss of millions of dollars in legal fees and damages to victims.
- We MUST not cause one child or one adult to become a victim!

Acknowledgment

I, (Print Name) _____, sign and affirm I read the above **Policy for Protection of Children at LIFEHOUSE Church** in its entirety, and that I will faithfully follow and abide by all policies, procedures and guidelines pertaining to ministry leadership of children, youth and/or special needs individuals and the ministry role I am assigned.

Signed

First name / Last name

Date

