FAIRVIEW BAPTIST CHURCH

Policies on Children and Child Care

"The best of the church are none too good for this work. Do not think because you have other service to do that therefore you should take no interest in this form of holy work, but kindly, according to your opportunities, stand ready to help the little ones, and to cheer those whose chief calling is to attend to them." - Charles Spurgeon

General Purpose Statement

Teaching children to love God and to make disciples is our focus. From infants, to toddlers and up we strive to guide children to have a relationship with God and to share the joy of that relationship with others. Fairview Baptist Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the following practices, our goal is to protect the children of Fairview Baptist Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers).

For the purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) year. The term "worker" includes both paid and unpaid persons who work with children and the term "volunteer" means anyone who is unpaid by Fairview Baptist Church for their work with children in relationship to Fairview Baptist Church. Fairview Baptist Church may be represented by FBC.

Qualifications for Workers/Volunteers

All persons who desire to work with the children participating in the programs and activities of FBC will be screened. This screening includes the following:

Six Month Policy

No person will be considered for any volunteer position involving contact with minors until she/he is a member and has been involved with FBC for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation of the applicant for working with children.

1. **Written Application**

   All persons seeking to work with children must complete and sign a written application in a form to be supplied by FBC. The application will request basic information from the applicant to assure the safety of children as well as the applicant and to assist in placing the applicant in the most appropriate area of service. The application form will be maintained in confidence on file at the church.

2. **Personal Interview**

   Upon completion of the application, a face-to-face interview may be scheduled with the

applicant to discuss his/her suitability for the position.

3. Criminal Background Check

At the expense of FBC a national criminal background check is required for all employees (regardless of position) and volunteers. Prior to a background check being run prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form he/she will be unable to work with children. An offense that will keep an individual from working with children will be determined by The Children's Director and the Senior church staff on a case-by-case basis in light of all of the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The results of the background check will be maintained in confidence on file in the church office.

Two Adult Rule

It is our goal that a minimum of two adult workers will be in attendance at all times when children are being supervised during our programs and activities. At no time should one adult be left alone with one or more children. With students, grades six and up, one worker may be present with more than one student as long as doors are open or the door has a window for unobstructed viewing into the room. We recognize that there may be times when it is necessary and/or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. Teenage workers must be a minimum of fourteen (14) years old and they must be under the direct supervision of an adult at all times. A student from 14 to 18 years-of-age (cannot be consider as one of the two adults in the room (they may serve in addition to the two adults).

Open Door Policy

Unless there is an unobstructed window in the door or a side window at the door, the door to any room where children are being supervised will remain open.

Diapering and Restroom Guidelines

Only female workers are allowed to change diapers. Diaper changing is to take place only in designated areas.

Children five years of age and younger should use a classroom bathroom if one is available. If a

classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. The worker needs to check the bathroom to make sure that other adults are not in the bathroom before the children enter. They should always go in a group, never taking a child into the bathroom alone. The worker should remain outside of the bathroom/stall door and escort the children back to the classroom.

Labeling of Children's Personal Items

Parents are asked to label their children's personal items (other than the clothes they are wearing), such as cups, snacks, toys, diaper bags, etc. If items are not labeled when children arrive, each classroom has labels and markers available to use. Teachers/volunteers in each classroom need to make sure that items are properly labeled. Remember that the volunteer in a given room is likely to change between Life Group and Kid's Care, so it is important that everyone be aware of which item belongs to each child.

Sick Child, Medication and Injury Policy

It is our desire to provide a healthy and safe environment for all children at FBC. Parents are encouraged to be considerate of other children when deciding whether to place a child in a classroom. In general, children with the following symptoms should NOT be brought to a classroom.

- Fever within the last 24 hours
- Diarrhea within the last 24 hours
- Vomiting within the last 24 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Should a child have a non-communicable, yet noticeable illness or rash (i.e. allergic reaction, eczema, etc.) the parent/guardian will be asked to provide notice of this to the worker(s) who can share the basics of this information as necessary and appropriate with other workers, parents, etc.

It is the policy of FBC not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Director to develop a plan of action.

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

- For minor injuries, scrapes and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. The minor injury will be recorded on appropriate "Minor Injury Documentation" sheet and initialed by parent(s)/guardian. This documentation will be maintained within the child's classroom.

- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be notified, via text message and asked to come to their child's classroom. If warranted by circumstances, an ambulance will be called.
- Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment beyond minor first-aid (i.e. band-aid, ice, etc.).
- Should a child become ill while in the care of the workers/volunteers at FBC, parents will be notified immediately and appropriate steps will be taken to include notifying medical professionals within the church, performing life saving measures and/or calling 911 should the situation warrant.

Discipline Policy

It is the policy of FBC not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Children's Director if assistance is needed with disciplinary issues.

Check-In/Check-Out Procedure

For children below fifth (5th) grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. If the parent has asked another person to pick up their child then that person must have the "child check" in order to do so. A sibling may pick up a child provided they have the "child check" and that they are at least 12 years old. In the event that a parent or guardian is unable to present the "child check" the Children's Director or his/her representative will be contacted. This person will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstance with the parent or guardian.

Check-In/Check-Out for Kid's Connection

If a child comes to Kid's Connection (K-2nd grade during the 10:30 worship service) and they have not previously been checked in (i.e. Life Groups), a parent is asked to accompany that child to Kid's Connection so that a visitor's label can be created for the child and the parent (parent representative). In addition, a Connections Card needs to be filled out and given to a church staff member.

In Case of Emergency

In the event of an emergency situation during a regularly scheduled church event/activity, the following procedures will be followed by the works/volunteers:

Fire

1. Make sure that all children are accounted for within the room you are working in

2. If it is safe to do so, take the children through the hallway to the closest outside door, exit the building with the children between the adults and walk to the "safe area", back corner of the parking lot (where the driveway circles around the light pole). If you are with babies you can place more than one baby in a rolling crib and roll them to the "safe area". Avoid walking through parking lots as much as possible. The "safe area" for the annex building is the basketball court.
3. If it is not safe to go into the hallway then a classroom outside window needs to be opened; one adult needs to go out of the window and the two adults then assist all of the children out of the window; make sure that all children have exited through the window, close the window as much as possible and walk together to the "safe area".
4. Make sure that all children are accounted for when you reach this "safe area"
5. It may be a chaotic and somewhat exciting time for the children so make sure to watch them carefully until their parents arrive
6. If parents come out to meet their child on the way to the "safe area", let the parent know that they need to accompany the entire group to the "safe area" before you can release their child to them
7. Once in the "safe area", children may be released to their parents if they have the proper "child check".

Dangerous Person In the Building

Outside doors near children will be locked when children are in classrooms. The hallways of the church will be monitored by assigned individuals. In the event that an unknown person enters the building and appears to be dangerous:

1. The hall monitor (a member of the Safety Committee) will alert the classroom workers
2. All children need to be accounted for and brought together in a group
3. The group needs to move to the most protected area in the classroom (i.e. the bathroom, corner away from hall door, etc.) and wait as quietly as possible.
4. Teachers need to stay in this place with the children until the hall monitor indicates that there is no danger.
5. If the hall monitor indicates, or if in the teacher's best judgement, it is not safe to remain in the building, a classroom outside window needs to be opened; one adult needs to go out of the window and the two adults then assist all the children out of the window; make sure that all children have exited through the window, close the window as much as possible and walk together to the "safe area".

6. If a parent attempts to take a child from the group while they are moving toward the “safe area”, let the parent know that they need to accompany the entire group to the “safe area” before you can release their child to them
7. Once in the “safe area” make sure that all children are accounted for
8. Children can only be released from the “safe area” to a parent with the proper “child check”

Tornado or Other Weather Emergency

Should a weather emergency arise, such as a tornado, the worker/volunteer in the classroom needs to:

1. Make sure that all children are accounted for
2. Move the children as a group between the two adults to the back hallway (between the fellowship hall and the sound booth) where they need to sit on the floor facing the wall
3. Children need to remain here until the weather emergency has passed and the monitors indicate that it is safe to return to the classroom

General Information

1. Parents are asked to provide a cell phone number where they can receive text messages regarding their children. In addition, parents are asked to put their phone on vibrate or silent so as not to disrupt classrooms or services. If a parent does not have a cell phone and/or texting capabilities an alternate method of contact will be provided.
2. When children leave the building to go out to the playground (or on a short nature walk, etc.), the kid’s worker/volunteer should ask one of the hall monitors/safety committee member to accompany them.
3. Although Kid’s workers/volunteers remain alert and concerned for the safety and well-being of children, both prior to check-in and after a child has been released to a parent or their representative (with a child check) that child is the sole responsibility of the parent or their representative.
4. Should an emergency and/or difficult situation arise panic is the worst thing for a situation which is already full of fear, unknown and anxiety. Know the plan before you need it and prepare children as much as possible!