

# **SCC Children's Ministry Policies & Guidelines**

## **1) Child Registration (Check-In /Out) and Security Procedures**

### **Volunteer Screening Procedures**

All SCC Children's Ministry Leaders have a background check performed and go through the appropriate training.

Parents and guests who are not regular volunteers must check in with Children's Director and receive a GUEST name badge.

### **Check-In**

Since we are taking the children out of the service and no formal check-in procedure is being followed, a registration/medical authorization form and signed permission to take the child out of the service should be on record. First time visitors and all other visitors need to fill out registration/medical authorization card and permission slip when they arrive.

Parents should take their child to the restroom before checking them in. We will take their child to the restroom, but it's easier to do this in advance.

### **Check-Out**

Parents will pick up all children in their classrooms or children will be walked as a group to their parents by their leaders/teachers.

### **Security**

In order to keep SCC Children's Ministry a safe and secure environment for parents and children, the following security measures are constantly in effect:

No adult is allowed to work in an environment alone with a group of children without a completed application and a full reference/background check.

Guests in SCC Children's Ministry must check in with the Director or substitute and receive a guest badge which must be displayed at all times.

No adult is to ever be alone with an individual child. Every classroom or environment should have two adults present at all times if possible.

When a child needs to go to the restroom, an adult should take a second child

along. The adult will check the restroom to make sure nobody is in the facility. If the child is over 3 years of age he/she can then enter the restroom. For children under 3 years old, the adult needs to be present in the facility with the second child.

Adults should avoid being alone with a child. In the rare case where this is unavoidable, the door should be left open.

## **Parents in the Room**

One of our primary values of SCC Children's Ministry is to provide a safe environment for children each week. A parent may choose to stay with his or her child during the service to observe the environment or comfort the child.

Parents are always welcome to visit, but they must follow the SCC Children's Ministry guidelines. They must be checked in as a visitor and receive a guest name tag. Since they do not have an application on file, they are not allowed to be alone with, lead children in activities or small groups or care for any other child except their own.

Parents may be asked to remain in the room by a teacher and/or leader if behavioral problems or special needs are required.

## **Evacuation of the Building**

In the event of an emergency and the building needs to be evacuated, the Director or substitute Director will serve as the point person. If the Director is not in the room, another adult will provide leadership. The teacher will gather their small groups together and follow all exit signs and exit the building at the closest door.

All infants will be immediately placed in baby carriers/cribs/strollers (if available) and carried outside.

All toddlers will be immediately placed in strollers (if available) and walked or carried outside.

Upon exiting the building, every group will gather at a safe location and check their attendance sheets to make sure all children have been accounted for.

All children will remain with their Teacher/leader until a parent/guardian has arrived.

## **2) Procedures for General Wellness and Accident Awareness**

### **General Wellness Guidelines**

To ensure the health of children and volunteers, we ask that sick children do not attend SCC Children's Ministry. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

Fever (over 100.4 degrees).

Vomiting or diarrhea within the last 24 hours.

Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough.

Common cold, including colored runny nose.

Sore throat.

Croup.

Any unexplained rash.

Any skin infection – boils, ringworm or impetigo.

Untreated pink eye or other eye infection.

Any communicable disease.

Lice, including the presence of eggs or nits.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to SCC Children's Ministry.

In the event of a contagious disease (lice, chicken pox, etc.) all parents will be notified by phone or email ASAP.

## **Medication**

SCC Children's Ministry staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and give it.

In a situation where a child has a potentially life-threatening condition and medication may need to be given, a Medication Authorization form should be completed and signed by the parent.

EACH time a parent drops off a child and his/her medication, clear directions must be written out BY THE PARENT outlining the symptoms present when medication is needed and how it is to be dispensed. The form is to be given directly to the Director by the parent so the Director can read the directions and ask for clarification if necessary. The signed form is to be turned into SCC Children's Ministry for their records.

## **Accidents/Health Conditions**

If a CM leader or volunteer encounters a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing), they will immediately call 911 from a cell phone or the phone in the lobby, giving them the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.

Simultaneously, by another leader or volunteer, the parents/guardians will be notified and told that 911 has been called.

Minor accidents (bumps, bites, bruises, scrapes, etc.) will be handled in the classroom. Band-aids are kept in Children's Ministry first aid kit; ice can be found in the community center kitchen. Parents/guardians will be notified in these situations to make them aware of the minor accident.

An Incident Report will be filled out prior to leaving for the day. This report will include a record of the situation and the all details that led to the minor accident. This report will be filled out by all who witnessed the accident. All incident reports will remain on file with the Children's Director.

### **3) Disability and Child Abuse Prevention Guidelines**

#### **Disabled Children**

Special needs children are to be a part of the whole, not separated from the group. The child is to be included in all activities offered.

Any child who needs assistance in being able to fully participate within SCC Children's Ministry or for the protection of them or others needs someone to oversee their care. The child will be matched with a volunteer to work one-on-one within SCC Children's Ministry to give them the best experience possible for learning about God's love.

The goal is for all children to actively participate in SCC Children's Ministry without special assistance. If you see a child in SCC Children's Ministry that may require assistance, let the volunteer leader in your room know what you have observed. A volunteer leader or director will be contacted to help find the best way for this child to thrive in SCC Children's Ministry.

#### **Security Guidelines**

In order to keep SCC Children's Ministry a safe and secure environment for parents and children, the following security measures are constantly in effect:

No adult is allowed to work in an environment alone with a group of children without a completed application and a full reference/background check. All volunteers must complete appropriate training or supervision before working with children.

Guests in SCC Children's Ministry must check in with the Director or substitute and receive a guest badge which must be displayed at all times.

No adult is to ever be alone with an individual child. Every classroom or environment should have two adults present at all times if possible.

When a child needs to go to the restroom, an adult should take a second child along. The adult will check the restroom to make sure nobody is in the facility. If the child is over 3 years of age he/she can then enter the restroom. For children under 3 years old, the adult needs to be present in the facility with the second child.

Adults should avoid being alone with a child. In the rare case where this is unavoidable, the door should be left open.

**Are SCC volunteers mandated reporters for child abuse?**

*By California Law, our volunteers are NOT mandated reporters of Child Abuse because they are not properly trained.*

However, all of our volunteers are encouraged to obtain training in the identification and reporting of child abuse and are further encouraged to report known or suspected instances of child abuse and neglect to an agency specified in 11165.9. (Pen Code, §11165.7 (b)) or to any SCC church official(s) immediately.

California law mandates that all clergy members and church officials are mandated reporters. All instances of child abuse will be reported as soon as possible.