

NORTH SUBURBAN EVANGELICAL FREE CHURCH PROTECTION POLICY

It is our intent and prayer that the following policy will help to provide the best possible environment and protection for our children, youth as well as those who work with them. Realizing God alone is sovereign and our great protector we desire to do all we can to be good stewards of the ministry He has entrusted to us.

I. ARCHITECTURAL PRECAUTIONS

- A. All doors with the exception of the hallway public rest rooms have windows or side windows. Sight lines through the windows should remain unobstructed at all times.
- B. Small bathrooms have been installed in both the 2 & 3 year old room so that an adult that needs to assist a child is in view of the other workers, yet it allow some privacy for the child.
- C. Nursery changing tables are in full view.

II. POLICIES TO PROTECT

A. Child Security Policies

1. Drop-off Policy (Nursery - Grade 5)

Children are never to be dropped off in a classroom without the teacher present. A parent must remain with the child until the teacher arrives.

2. Volunteer Identification Policy (Nursery-Grade 5)

All volunteers working with children will wear a nametag to identify themselves.

3. Registration Policy

Parents of children nursery through kindergarten must also complete the weekly sign-in sheet and take a number tag. Parents must complete a sign-in sticker to be placed on their child 1st-5th grade so we have update information on where to locate the parent on any given Sunday.

4. Parent Pick Up/Child Release Authorization (Nursery-Grade 5)

Nursery (infant & toddler)—parents will be given a pager with a number on it at the time of drop off so parents can be located if necessary, the child will not be released without the pager with the correct identification number. Parents are advised not to enter the nursery or classroom when picking up their child unless requested.

2 Year Olds through Kindergarten—The corresponding number of the number placed on the child at the time of drop off must be returned to pick up your child. Elementary (Grades 1-5) Must be picked up by a parent if they are leaving in-between services as well as after 2nd service. They will not be dismissed as a group.

B. Bathroom Policies

- 1. Infant & Toddler Diaper Changing Policy—Children under the age of thirteen who are assisting in the nursery should refrain from changing diapers.

2. Age 2-3 These rooms have bathrooms in the room so a worker can assist the child if needed and also be in full view of the other workers. The short wall allows the child a degree of privacy.

3. Age 4-5 These children are to use the bathroom closest to the classroom which is located across from the nursery. If young children need assistance in the bathroom, an adult may assist observing the following guidelines
 - a. No teenagers or minors should help children in the bathroom.
 - b. Women should assist boys or girls of any age, whenever possible.
 - c. Children should be escorted as a group to the hallway bathroom whenever possible with both workers
 - d. Taking children to the bathroom alone should be avoided. If only one child must go, an adult should escort the child to the bathroom and screen the bathroom to make sure that everything is in order. The volunteer should then remain outside the bathroom door, and wait for the child with the door slightly ajar (using your foot), and then escort the child back to the classroom. The volunteer should open the door and call the child's name if the child is taking longer than seems necessary.
 - e. Volunteers should NEVER go into a bathroom stall with a child and close the door.
 - f. If the child should need assistance, there must be two adults present in the bathroom. A nursery worker from across the hall could be alerted to act as the second adult.
 - a. 1st-5th Grade
 - a. Direct the children to use the single bathroom located near 5E.
 - b. There is no need to go all the way down with them, but you must be in view of the bathroom from where you stand so you can see the child go in and can make sure they return to the classroom.
 - c. If general bathrooms are used instead of the single bathroom, follow the procedure above for the 4 & 5 year olds.

C. Classroom Supervision Guidelines

1. Staffing Guidelines (Nursery-Grade 5)
 - a. All lead teachers, teacher assistants and regular helpers ages 18 and up, will be approved by the Kid Konnection leadership team. Approved workers will have completed a screening process which includes: regular attendance at North Suburban for at least six months (exceptions granted by the Leadership team), completing the volunteer application, a reference check, a conviction/criminal history check and an interview if deemed necessary.
 - b. Two-deep leadership is essential. Teachers should serve in teams so that at least two workers are in the room at all times. At least one approved adult (at least 18 years old) should be in each room at all times.

- c. Rooms for children (ages nursery—kindergarten) should be staffed with at least one worker who is a woman, when possible.
 - d. If a class is short-staffed, the following steps will be taken:
 - 1. Combining with another class, if practical, to meet staffing requirements. A notice will be posted telling parents where to pick up their children.
 - 2. Utilize a parent helper. The approved teacher will assume supervisory responsibility and inform the parent of pertinent policies.
 - 3. Cancel class if adequate staffing is not possible.
 - e. Strict adherence to the above staffing policies applies to all situations including one-time church sponsored events and weekly events.
2. Department Coordinators or Director of Children's Ministries, will make regular visits to the classrooms (Nursery-5th) to make sure they are properly supervised.

III. Off Campus Special Events/Overnight Policies (Nursery-grade 5)

- A. Off-campus special events and overnight activities must be pre-approved by the Director of Children's Ministries or Youth Pastor.
- B. Proper written consent and medical release forms are required for each child participating in off-campus activities.
- C. A minimum of one approved adult leader is essential for these events.
- D. All off-campus and overnight activities must have a ratio of at least one adult for every 10 students with one approved adult to ensure the protection policy is being followed.
- E. All drivers must have a valid driver's license, current automobile insurance and be at least 18 years of age. The number of persons per car should not exceed the number of seat belts.

IV. Proper Display of Affection (nursery-grade 5)

- A. Hugs: One arm side hugs or hand-to arm hugs are positive contact. Avoid full contact, body to body hugs and kisses. (Grade 5-High School)
- B. Back Rubs or any other type massage is inappropriate (Grades 5-High School).
- C. Casual Touch: Gentle contact during activities may be on children's head, shoulders, arms and hands. (Nursery through 5th Grade)
- D. Lap Sitting: Appropriate sitting on laps may occur with children four and younger. Encourage children to sit next to you.