



Ridgewood Church Kids Ministry Policies



Dear Kids Volunteer or Staff Member,

Welcome to Ridge Kids!

At Ridgewood Church, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of RC. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Hannah Koschel

Kids Ministry Director

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Overview of Ridgewood Church Safety System

Because we desire to protect children involved in our ministry, Ridgewood Church requires all staff members and volunteers working with children (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Ridgewood Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the Ridgewood Church Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Ridgewood Church requires all staff members and adult volunteers to complete sexual abuse awareness training. This training will be renewed every four years.

STEP TWO: Screening Process

Staff members and adult volunteers working or serving with children are required to complete Ridgewood Church's Screening Process, which includes:

- an Employment Application (employees only)
- a Safety Application (employees and volunteers)
- a face-to-face interview (employees only)
- references to be checked (employees and volunteers).

Junior volunteers** working or serving with children are required to complete Ridgewood Church's Screening Process for Junior Volunteers, which includes:

- a Jr. Volunteer Safety Application
- references to be checked

*A volunteer must be a voted-in, church covenant member before being eligible to serve in positions providing ministry services to children during service times.

**Junior volunteers are able to serve starting at the age of 12 and must be children of voted-in, church covenant members. A Junior Volunteer will be eligible to become an adult volunteer, carrying the full responsibilities of a volunteer, once he/she turns 18, completes a criminal background check, and completes sexual abuse awareness training. Junior Volunteers do not count towards worker to child ratios. Junior volunteers between the ages of 12-17 years old are encouraged, but not required to serve with their parents. Junior volunteers are still required to complete the screening process and comply with all policy and procedure requirements. Junior volunteers are not allowed to help with diapering/toileting processes.



STEP THREE: Policies & Procedures

Staff members and all volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

Ridgewood Church requires that all staff members and volunteers (18 years or older) working or volunteering in kids activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

Child Safety Policy

Abuse Tolerance

Ridgewood Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Ridgewood Church to act in the best interest of all children in every program.

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to their volunteer team Coach, the Kids Ministry Director, or an Elder.

Reporting Suspicious or Inappropriate Behaviors

Ridgewood Church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to the Kids Ministry Director or an Elder.

Enforcement of Policies

Ridgewood Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Kids Ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the team of Elders.



Reporting Abuse or Suspicions of Abuse

Reporting Violation of Policy

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area (Coach), the Kids Ministry Director, or an Elder.

Consequences of Violation

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in the Kids Ministry. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at Ridgewood Church and will be removed from church membership. If the person is an employee, such conduct may also result in termination of employment from Ridgewood Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Ridgewood Church.

Reporting Suspicions of Abuse to Law Enforcement Agencies

S.C. Code 63-7-310 requires certain professionals who are at least 18 years old to report child abuse and neglect. These identified professionals are known as mandated reporters. Mandated reporters play a key role in protecting children by identifying possible maltreatment and reporting it to the agencies responsible for investigation and intervention. In addition to the requirements placed upon mandated reporters, South Carolina law encourages everyone to report suspected child abuse and/or neglect.

Although not all volunteers and/or staff members are considered mandated reporters by law, the policy of Ridgewood Church is to report **ALL** suspicions or allegations of abuse to the appropriate law enforcement agencies, regardless of state law requirements.

Response to Report of Abuse

Ridgewood Church Leadership will take appropriate action on behalf of the church when a report of abuse occurs.



Ridgewood Church Safety Committee

Safety Committee

Recognizing the importance of providing and maintaining a safe environment for children, Ridgewood Church will appoint and maintain a Safety Committee, which will meet as needed.

Mission Statement

The purpose of the Safety Committee is to enable Ridgewood Church Kids and Student Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

Composition

The Safety Committee will be comprised of the following members:

1. A representative from the Elder Team
2. The Kids Ministry Director,
3. Safety Volunteer Team Coordinator.

Meetings

The Elder will chair the meeting of the Safety Committee as needed to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

Responsibilities

The Safety Committee will be charged with the following duties:

1. Applying existing Ridgewood Church policies and procedures related to children's safety and risk management issues.
2. Monitoring all Kids Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the Ridgewood Church Elder team regarding safety issues



Kids Ministry Staff Monitoring Plan

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff and volunteer interaction with children.

1. **Each coach** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **Kids Ministry Director** conducts periodic verbal performance evaluations that address participation in risk management training and adherence to risk management procedures.
3. **An elder** conducts an unscheduled observation of a Kids Ministry program at least once each quarter.
4. **An elder** meets with the Kids Ministry Director at least once monthly to discuss Kids Ministry, including safety training and procedures.
5. **Elder Team** meets with the Kids Ministry Director once each year to discuss the Kids Ministry, including safety training and procedures.
6. **Kids Ministry Director** conducts an unscheduled observation at least once each month for programs occurring weekly.



Building Safety

The Kids Ministry Director will be responsible for ensuring that the Kids Building is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in kids classrooms.

No child will ever be left unattended in the Kids building/area or on the children's playground during children's ministry programming or classes. Kids Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Kids Ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

Worker to Child Ratios

Ridge Church is committed to providing adequate supervision in all Kids Ministries programs. Accordingly, the following worker to child **minimum ratios** will be observed:

Program	Workers	Children
Red Room	2	4
Orange Room	2	6
Yellow Room	2	8
Green Room	2	10
Blue Room	2	12
Purple Room	2	14
Elementary	2	14
VBS	2	20

If a worker is 'out of ratio' it is his or her responsibility to immediately notify their volunteer team Coach or the Kids Ministry Director. Supervisors will make diligent efforts to find substitute workers to immediately bring



worker to children ratios into compliance with church policy. Junior volunteers are able to serve starting at the age of 12, but do not count towards worker to child ratios.

Discipline

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children (even with a parent's permission). Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the Kids Ministry Director.



Biting Policy

Biting can be a natural developmental behavior for young children. However, for the safety and well-being of all children, staff, and families, this policy is in place to address biting in a consistent, appropriate, and supportive manner.

Biting can occur for several reasons, including:

- Teething discomfort
- Exploring the environment
- Needing attention
- Communicating needs and wants, such as hunger or fatigue.
- Expressing feelings or emotions, such as frustration, anger, confusion, or fear.
- Inability to communicate due to limited language abilities

This policy provides guidance around biting prevention and supporting children with expressing themselves in other ways. To minimize biting incidents, staff and volunteers:

- Provide teething toys and sensory materials for younger children
- Use positive reinforcement and model appropriate behavior
- Observe and track patterns alongside parents to identify triggers
- Do not allow pretend biting or rough play of any kind
- Maintain a developmentally appropriate teacher-to-child ratio for close supervision

Procedures

When a biting incident occurs, kids ministry volunteers follow these steps:

A. For the child or adult who was bitten:

1. Provide immediate comfort and care.
2. Wash hands, put on gloves.
3. Clean the affected area with soap and warm water.
4. Provide any other necessary first aid (e.g., covering the bite with a bandage or applying an ice pack or cool cloth for pain and swelling).
5. Contact the Kids Ministry Director to contact parents and to complete the incident reports.

B. For the child who bit, volunteers:

1. Promptly separate the child who bit from the one who was bitten.
2. Talk to the child who did the biting and try to find out what led to the incident. Calmly but firmly state, for example, "Biting is not okay. Biting hurts."
3. Redirect the child to another activity and provide 1-1 supervision of the child until their parents arrive.
4. Contact the Kids Ministry Director to contact parents and to complete the incident reports.



C. Kids Ministry Director

1. Document the incident on two separate incident reports- one for each party, without including the name of the child who bit on the victim's form.
2. Notify both children's parents/guardians separately beginning with the parents of the child who was bitten. Have the parents sign their respective incident form.
3. Make a copy of the incident form and biting policy to be sent home with each parent.
4. Recommend the child or adult be seen by a physician if the skin is broken during the biting incident or if there are signs of infection (redness or swelling) afterwards.*

D. Families are encouraged to:

- Share any changes at home that may impact behavior
- Work with Kids Ministry Director and/or pastors to develop strategies if biting persists

When biting becomes a repeated concern, a ministry leader will communicate with the child's parents to discuss patterns and develop a consistent plan for supporting the child and maintaining a safe classroom environment.

If biting continues despite intervention, is severe, or creates an ongoing safety concern, ministry leadership may determine that additional measures are needed. These may include increased supervision, a temporary adjustment to the child's classroom participation, or a short-term break from the classroom. Any decision will be made individually, with consideration for the child's age, developmental needs, the frequency and severity of incidents, and the safety of all children.

*Transmission of a blood-borne virus such as Hepatitis B, Hepatitis C, or HIV through biting in a nursery/early childhood childcare setting is very unlikely. Out of precaution, if a serious bite resulting in any blood exposure occurs, all children involved should be referred to their pediatrician for medical evaluation. Both families (of the child who was bitten and the child who bit) will be notified of the incident on the same day. An incident report will be completed, and the incident will be added to the facility incident log. The identity of the other child will not be disclosed. Incident reports are kept on file for review and tracking. Additional reporting may be necessary based on the local public health authority



Bathroom Supervision and Assistance Guidelines

Nursery children (Ages 0-3)

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

1. Only female nursery workers who are 18 years or older, or the child's parent or legal guardian, will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on special instructions form ("Seth Adams has a medicine in the bag for rash.")
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6. Children should be changed on changing stations only.
7. A child should never be given back to a parent with a soiled diaper- all babies should be changed at least once before they are returned to their parents.

Toilet training

1. No child will be forced to toilet train.
2. Only female nursery workers who are 18 years or older, or the child's parent or legal guardian, will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be propped open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in our classrooms will be recorded on the special instructions form ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
6. Children should not come to class without underwear on. They should be in either a pull-up or underwear. If a parent chooses to use the "bare bottom" method to toilet train, the child will be asked to remain with the parent during the event and will be welcomed to class once they are ready to wear either a pull-up or diaper.



7. Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present.
8. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing in the presence of another volunteer. If another volunteer is not available, contact the parents for assistance.

Bathroom Supervision and Assistance Guidelines (contd.)

School age children (Ages 4 and Up)

School age children may be accompanied to the restroom for supervision and assistance when needed. Before the children enter the restroom, the bathroom should be checked to make sure no adult is present in the bathroom. If there is an adult present, you should wait until the bathroom is clear before sending children in. If the bathroom is clear of adults, prop the bathroom door open, and then send a few children in at a time.

Children should receive the minimum amount of assistance needed based upon their individual capabilities. Verbal checks from the doorway should be sufficient at this age. Staff members and volunteers should never take a lone child to the restroom. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom doorway and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer. If further assistance is needed, call the Coach to assist and witness.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any Ridgewood Church program or activity.

Tobacco Use

Ridgewood Church requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Ridgewood Church activities or programs. Ridgewood Church is a tobacco-free facility.



Nudity

Staff members and volunteers serving in the Kids Ministry should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Kids Ministry Director concerning arrangements for showering or changing clothes.

Medication

A staff member or volunteer may not administer medication to any child while serving in the Kids Ministry.

Allergies

In the interest of everyone's health and safety, parents are asked not to bring any snacks or food items containing any peanut or tree nut ingredients to class with their child, this includes any items stored in diaper bags.

Well Child Policy

Parents are asked not to bring a child who appears to be ill. A child is not to be left in any Kids Ministry classrooms and/or activities if any of the following exist:

- Fever -currently or within 24 hours
- Colored runny nose and/or cough
- Vomiting or diarrhea -currently or within 24 hours
- Any symptoms of a childhood disease such as chicken pox, mumps, scarlet fever, German measles, etc.
- Any unexplained rash
- Pink eye
- Head Lice
- Any infection requiring antibiotics, that has been treated for less than 24 hours on that antibiotic

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

- Fever -currently or within 24 hours
- Vomiting of diarrhea -currently or within 24 hours
- Any symptom of childhood diseases such as chicken pox, mumps, scarlet fever, German measles, etc.
- Croup



- Any unexplained rash
- Pink eye
- Common cold

Happy Child Policy

If a baby is crying, practice soothing techniques like rocking, holding, changing the diaper, singing, giving a snack, distracting with toys etc. If a child has been constantly crying for 10 minutes, use the walkie-talkie to notify the Coach. A child should not be crying for more than 10 minutes and the coach not be notified. The Coach will contact the parent via text to come and help soothe the child. If a parent cannot be reached via text, then the Coach will retrieve the parent from service.

Parental Contact

Parents who leave a child in the care of Ridgewood Church staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in Kids Ministry programs.

Parental Involvement

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Church's volunteer application and screening process.

Classroom Access

The only adults who have access to the kids programming classrooms are

1. Cleared staff members who are completing routine observations
2. Scheduled volunteers who have completed the onboarding process
3. Parents of children who have been checked-in and want to observe their child's classroom after notifying the coach

No friends, family members, or other guests of volunteers may accompany them in the classrooms. If a volunteer is expecting a guest on the week they are scheduled, and would like to be in the guest's company, the volunteer should request to be rescheduled and not volunteer in kids programming on that Sunday.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:



1. Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
2. Staff members and volunteers should avoid physical contact with children while in vehicles.
3. No cell phones may be utilized by the driver while driving church vans, or vehicles owned or rented by Ridgewood Church, unless in an emergency.
4. No drivers under age 25 may drive Church-owned or rented vehicles.

One-to-One Interactions with Children

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Kids Ministry activities or programs. Another trained, screened adult should always be present.

Verbal Interactions

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

Sexually Oriented Materials

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children in their care.



Physical Contact

Ridgewood Church is committed to protecting children in its care. To this end, Ridgewood Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in Kids Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Coach, the Kids Ministry Director or an Elder.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or Kids Ministry staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in the Kids Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to the Coach, the Kids Ministry Director or an Elder.

Release of Children

At any time that a child has been entrusted to Kids Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Kids Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other adults designated by parents or legal guardians at the close of services or activities. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their Coach or the Kids Ministry Director before releasing the child.



Check-in Policies

The volunteer team Coach will facilitate check-in/check-out at the check-in table using Planning Center Check-ins. During check-in, every child will receive a printed name tag and every parent should receive a printed check-out security tag which includes a security code that matches the code on their child's name tag.

Once the child is checked-in, the parent can drop their child off at their respective classroom. Once the child has been dropped off, the parents are asked to leave the classroom space.

The adult that checked the child in is expected to stay on the church property during the duration of the Sunday gathering so that they can be contacted in case of an emergency. During a Sunday gathering, no child will be allowed to stay in the church's care unless a parent or otherwise designated adult is present on the church property until their child is picked-up. The Coach and Safety Team member will prevent anyone, other than parents, from entering the classroom space, and will contact parents when needed. No child will be allowed in the classroom until they are checked-in and two volunteers are present in their classroom.

Check-out Policies

The parent/guardian is required to have their security tag scanned by the Coach at the check-out table before entering the classroom area. An adult CANNOT check-out a child without having the designated security checkout tag. If an adult does not have a security check-out tag, they are required to show a photo ID with information that matches the parent/guardian information in Planning Center.

Once the security tag has been scanned by the coach and the adult has been confirmed as one with permission to pick-up the child, the parent/guardian will bring their tag with them to the classroom when they pick-up their child in order for the parent's tag to be matched with the child's tag by the child's teacher.

The teacher is responsible for making sure the code on the parent's tag matches the code on the child's tag, gathering the child's belongings, and preparing the child for dismissal.

Supervision

Staff members and volunteers in the Kids Ministry are expected to provide adequate supervision for children in their care while working in church programs. If an incident occurs while a child is in the care of a volunteer during a church program, the parent must be contacted right away. An incident report must be completed by the Coach or staff member, the parent of the child must sign the report, and the Kids Ministry Director must be notified so that the report may be filed appropriately.



Policies and Procedures Statement of Acknowledgment and Agreement

I have received and read a copy of Ridgewood Church's Kids Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Ridgewood Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Ridgewood Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Ridgewood Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Ridgewood Church's policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Ridgewood Church Kids Ministry Policies.]



Policies and Procedures Statement of Acknowledgement and Agreement

I have received and read a copy of Ridgewood Church's Kids Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Ridgewood Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Ridgewood Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Ridgewood Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Ridgewood Church's policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____



[This page is to be signed, detached and delivered to the Kids Ministry Director.]