

FIRST KIDS



First Kids Policies and Procedures Manual



First Baptist Church San Antonio
San Antonio, TX



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Hello!

We thank God for children and the opportunity we have to teach them at church. We want them to feel loved and have fun as they grow and learn more about our awesome God. We take seriously our privilege and responsibility to provide fantastic Bible-teaching and quality care in a clean and safe learning environment at church.

We have compiled this Policies and Procedures Manual to provide information and clarification concerning the programs and ministries for all children, birth to fifth grade. These guidelines are not intended to be restrictive, but rather to enhance and improve our ministry, keeping both our kids and our volunteers safe.

Please read this manual carefully and cooperate with us in this effort. If you have questions and suggestions, please feel free to call us at 210-226-0363.

Please know that we pray for you and your family weekly that you will have many joy-filled and rewarding experiences through your involvement in the First Kids Ministry of First Baptist Church of San Antonio.

Sincerely,

Jimmy Gunn, Minister to Kids

Lindy Gandy, Preschool Associate

Keesha Williamson, Elementary Associate

OUR MISSION

To lead kids to grow in their Christian walk and glorify God by obeying, trusting, and proclaiming Him.

OUR GOALS

At First Baptist Church San Antonio, our children's ministry, known as "First Kids" operates with four goals in mind:

1. To create an environment that is exciting, relevant, and fun so kids are eager to attend.

"I rejoiced with those who said to me, 'Let us go to the house of the Lord.'"
(Psalm 122:1)

2. To lay a strong spiritual foundation and help children grow in knowledge of God, His Word, and in their walk with Him.

"And Jesus grew in wisdom and stature, and in favor with God and man."
(Luke 2:52)

"But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever!" (2 Peter 3:18)

3. To equip and support parents and guardians in their roles as the primary spiritual influencers of their kids.

"Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." (Deuteronomy 6:4-9)

4. Be a resource for children's workers in their roles as spiritual leaders of children in the church.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

IMPORTANT POLICIES

These policies are intended to protect both the children and workers (both paid and volunteer) and are intended to be a helpful resource in addressing the issues of child safety. All workers (both paid and volunteer) are expected to adhere to the following policies, regardless of their area of ministry within First Kids. *ANY EXCEPTIONS TO THESE POLICIES MUST HAVE THE PRIOR PERMISSION OF THE MINISTER TO KIDS.*

1. VOLUNTEER QUALIFICATIONS

1. All volunteers shall be members of First Baptist Church San Antonio. Paid workers may be members of another church, but they **MUST** be in *regular* attendance at another church.
2. Any exceptions to #1 above must have prior approval from the Minister to Kids.
3. All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies.
4. All volunteers in our kid's ministry must have a completed Prospective Volunteer Application on file (including a criminal background check) as well as a signed "First Kids Ministry Policies and Procedures Manual Agreement Form". See page 21.
5. All volunteers must be approved by their Program Associate and the Minister to Kids.

2. APPLICATION PROCEDURES

1. A Prospective Volunteer Application is available from the church office, from any children's ministry Program Associate, the Minister to Kids, or online. Every volunteer who comes into the kid's ministry must complete and turn in a signed application.
2. Background checks, including a search for criminal history, are required for persons 18 years and older and may be conducted through an agency authorized to perform a security background check. The result of the security background checks will be reviewed by the Minister to Kids.
3. The church office will maintain a secure storage for all volunteer applications and results of all security background checks. Volunteer profiles and background checks may be required to be updated from time to time (normally every two years), but only if the worker is still a current volunteer. Only hired church staff will have access to these records.
4. Volunteers may be reviewed at any time for re-appointment to their current or new positions.
5. Paid workers will be reviewed every year during the months of October and November.
6. All volunteers must have the approval of the Minister to Kids and their Program Associate before being placed in any position of ministry to children.

7. Volunteers who are not approved for working with children for one reason or another will be graciously assisted in finding another place of ministry in the church.

3. VOLUNTEER IDENTIFICATION

1. All volunteers must wear the appropriate identification when serving in our children's ministry. This must be a high priority. Nametags will be provided to every volunteer.
2. Appropriate volunteer identification will be determined by and communicated from the Minister to Kids. Nametags will be provided to every volunteer.
3. Only approved volunteers (those who have been approved by the Minister to Kids and Program Associates and who have appropriate identification) will be allowed in any children's classroom. No unauthorized individuals, with the exception of church staff or a visiting child's parent (with permission from the Minister to Kids or Program Associate only), regardless of their association with the church or with the other leaders will be admitted into a classroom. Only approved volunteers may be entrusted with the care of children.

4. CLASSROOM GUIDELINES

1. All children should be wearing a name badge. Visiting children should register at the appropriate check-in station and also be given a name badge.
2. We will try to maintain the following teacher/student ratios, with the desire to have at least two (2) leaders in each classroom:
 - a. *Infant (0-24 mo.) - 1:3*
 - b. *Preschool (2s-4s) - 1:4*
 - c. *Elementary (Kindergarten-5th Grade) - 1:15*
3. All volunteers in classrooms must be 18 years of age or older unless working under the supervision of an adult volunteer. Volunteers under the age of 18 cannot serve in infant (0-12 mo.) classrooms.
4. Classrooms and teaching areas should *never* be locked while in use, with the exception of infant care. Lights should remain on at all times unless necessary for a learning activity.
5. Each door of a classroom should have a window. If there is no window, the door should be left open. The view through each window should remain unobstructed at all times.
6. Any room usage must have the approval of the Minister to Kids and/or Program Associate to make sure there is adequate staffing and the rooms are age appropriate.

5. PLAYGROUND POLICIES

The following policies apply during First Kids Ministry activities and programs.

1. The playground is located outside Unity Hall.

2. The playground is designed for children up to age 5.
3. Adult supervision is required for children using the playground at any time. The “Two Adult Rule” applies for use during all church activities.
4. For the safety of preschoolers, broad age-groups of children may not use the playground *at the same time* during scheduled church activities.
5. No rough play or misuse of equipment will be permitted.
6. The playground may be used only during daylight hours unless permission is granted from the First Kids Ministry office.
7. Damaged equipment and other hazards should be reported immediately to the First Kids staff.
8. A sign posted in plain view reads:
 - a. Equipment designed for children ages 2-5.
 - b. Adult supervision required.
 - c. Not responsible for injuries.

6. CHECK-IN AND CHECK-OUT PROCEDURES

1. Upon arriving to FBCSA for kids’ events, all parents/guardians are required to check their child in using the church’s Shelby Check-In process.
2. Security name badges will print at each event including Sundays.
3. Parents/guardians will receive a temporary security name badge (usable for that event only) bearing the following information:
 - a. Name or nickname of the child
 - b. Designated room location for the kids’ events
 - c. Designated location of parents
 - d. Allergy information, if any
 - e. Emergency contact numbers for parents/guardians
 - f. Unique security code
4. Each security name badge has a unique code that matches a code on their child’s name badge. They must present it and a classroom leader must match it to the child’s badge before the child will be dismissed.
5. 1st time guests will be asked to fill out a registration card and a printed security tag/sticker will be printed for them when they check in at either Check-In Desk (Preschool or Elementary). Guests will be escorted to the appropriate room for their child.
- 6. The child will only be released to the adult bearer of the Security tag.**
7. Parents/guardians who misplace the Security tag/sticker may be asked to present photo identification and signature.
8. Parent Custody/legal guardianship changes must be reported to the Minister to Kids. (Written legal documentation must be presented and kept on file.)
9. All children must remain in the classroom until picked up by a parent or guardian, unless they are being led to another rooms on campus for worship, small group or to

the playground, by an approved children's worker. 5th grade students may be released at the end of activity to find their parent.

10. If a parent or child loses his or her badge, a new one must be printed from the appropriate check-in counter.
11. Only adults (18 years or older) are allowed to check-out and pick up children from their classrooms.

7. VISIBLE MINISTRY POLICIES

1. No volunteers are ever to be alone with a child.
2. At least two leaders should be present in a room with a child at all times. See "Exceptions, Section 23".
3. If a child arrives early, prop the door open and remain visible.
4. Doors without windows should never be closed completely when children are inside with adults.
5. When holding a private talk with a student, especially of the opposite gender, be sure to sit in view of an open door or interior window, or be sure to have another adult nearby in sight.

8. PHYSICAL TOUCH / AFFECTION GUIDELINES

Physical touch and affection are important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of affection:

- a. All physical affection must be in the presence of other workers.
- b. Physical touch or affection should be brief in nature, and never on a child's "private" areas. Shoulder pats, head pats, side hugs, short hugs, and high fives are considered appropriate displays of physical touch with a child.
- c. Preteen and older children should be hugged from the side. If a child wants a hug, it is best to bend down and hug the child at their level to avoid accidental inappropriate touching.
- d. Kids on laps (in chairs) should be sitting on the legs of the adult, not on adult private areas. Kids should not straddle an adult's legs. When sitting on the floor, it is never appropriate for a child to sit in another person's lap.
- e. Elementary kids (kindergarten to 5th grade) should never be picked up, lifted off the ground, held, given "piggy-back" rides, etc. even if requested to do so by the kids. Simply redirect them to another activity or shift their focus.

- f. Kisses should never be given to a child of any age.
- g. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, correct with the same tone as any other correction and notify the Minister to Kids (First Kids).

9. RESTROOM PROCEDURES

1. If the restroom is not in the room, when taking a child to the restroom, bring at least one other child along.
2. When taking elementary kids to the restroom, wait outside in the hall.
 - a. Before allowing a child to enter a bathroom, please knock on the bathroom door to see if anyone is inside. If there is an adult in the bathroom already, wait until they leave before allowing a child to enter.
3. Women working in the classroom should have the primary responsibility of taking children to the restroom and changing diapers.
4. When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. **Never shut the restroom door.**
5. Do not allow the children to "watch" while another child is using the restroom.
6. Do not send very young children into the restroom with older children. Take them in age appropriate groups.
7. Kids in 5th grade may be sent to the restroom without adult supervision. However, teachers should monitor this situation closely. Stand in the hallway and watch for the child to enter the bathroom and exit the bathroom and come back to the class.
8. In restroom emergencies, use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child's name.
9. When diapers are being changed, another adult should be present.

10. HYGIENE POLICY

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands:

- a. Upon arrival into the preschool room or before beginning a teaching assignment outside the room.
- b. Before preparing, serving, or eating food.
- c. Before and after feeding infants or children.
- d. After using or helping children use the toilet.

- e. After every diaper change.
- f. After removal of disposable gloves.
- g. After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomit).
- h. After handling soiled items.

All Preschool and Elementary Children should wash/sanitize hands:

- a. Before preparing, handling, or eating food or snacks.
- b. After every diaper change.
- c. After using the toilet.
- d. After contact with body fluids.

According to the Center for Disease Control, the proper method to wash hands is to wet hands, rub soap into lather and rub together for 30 seconds and rinse. The faucet should be turned off with a paper towel after drying your hands.

11. DIAPER CHANGING POLICY

- a. Gather all necessary items before beginning.
- b. Lay child on changing pad or changing table.
- c. Put on a new pair of disposable gloves for every diaper change.
- d. Remove wet/soiled diaper and use wipes or damp paper towels to clean child. Use only wipes provided by parents if allergies are present.
- e. Place wipes and diaper in plastic bag or lined trash receptacle with lid.
- f. If gloves are soiled, remove gloves by pulling the glove inside out from wrist so that all residue remains inside the glove and dispose with wipes and diaper. Put on clean gloves to complete diaper change.
- g. Put on a clean diaper.
- h. Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
- i. Wash hands with soap and water after each diaper change.
- j. For those using "diaper sheets", record the changing time and indicate "BM" or "WET".
- k. CHECK CHILDREN NEAR THE END OF THE SESSION. Send them home dry!
- l. The same procedure applies to children who are wearing "Pull-Ups".

12. ROOM CLEANING PROCEDURE IN PRESCHOOL ROOMS

- a. General Cleaning
 - a. In rooms with cribs, ALL beds must be stripped of linens and other items as the children leave.

- b. Linens, smocks, bibs, burping diapers, blankets, etc. should be laundered after each use.
- c. Each bed (including mattresses, rails, and any items attached to the beds such as mobiles, mirrors, etc.) should be wiped thoroughly with bleach wipe/solution and left to air dry.
- d. All equipment such as infant swings, walkers, and high chairs should be washed and sanitized after children leave.
- e. Diaper changing surfaces must be sanitized at the end of each session.
- f. All toys used by infants or toddlers must be sanitized between uses by individual children (see Washing and Disinfecting Toys below).
- g. Furniture used by older preschoolers should be cleaned weekly or when soiled.
- h. Tables and countertops used for food preparation and eating must be sanitized before and after using with bleach wipes / solution.
- i. Toys and equipment used by older preschoolers and not put into their mouths should be cleaned every Sunday and when obviously soiled. Toys that are used or put in a child's mouth will be cleaned at the end of each session.
- j. Children in diapers should have only washable toys.
- k. Stuffed toys and those not easily washed or sanitized should not be used by children.

See detail below – Washing and Disinfecting Toys.

b. Washing and Disinfecting Toys

- a. To wash and disinfect toys that can be immersed:
 - a. Scrub the toy in warm, soapy water.
 - b. Use a brush to reach into the crevices.
 - c. Rinse the toy in clean water.
 - d. Immerse the toy in a mild bleach solution and allow it to soak for 10-20 minutes.
 - e. Remove the toy from the bleach solution and rinse in cool water.
 - f. Air dry.
- b. Toys too large to immerse in water must be washed and sanitized by wiping.
- c. Toys used outside, on the playground, or inside with sand must be washed before they are returned to the Resource Room.

c. End of Session Clean Up

- a. Put away all items, art equipment, and supplies to their designated places.
- b. Return all bucket items on Sunday to the bucket. Clean all toys before returning to the bucket.
- c. Make sure all puzzles and items having more than one piece are complete before putting them away.

- d. Clean, disinfect, and air dry the tables, chairs, toys, cabinets, sink, etc.
- e. Sweep or vacuum any debris.
- f. Furniture and equipment should be arranged according to Sunday morning session placement guidelines. Any furniture that was moved should be returned to its designated area at the conclusion of each program.

13. ROOM CLEANING PROCEDURE IN ELEMENTARY ROOMS

- a. Put away all items, art equipment, and supplies to their designated places.
- b. Return any bucket supplies to the Sunday School Supply Bucket (Sunday mornings only) and place the bucket on the classroom counter or a table. Clean all toys before returning to the bucket.
- c. Sweep or vacuum any debris. Wipe tables with bleach wipes.
- d. Furniture and equipment should be arranged according to Sunday morning session placement guidelines. Any furniture that was moved should be returned to its designated area at the conclusion of each program.

14. ILLNESS

- a. We have a well-child policy. We do not provide care for sick children; our facilities and staff are too limited. If a child is sick, they should not be accepted into the program. If they get sick, or are discovered to be sick, during the program, the Minister to Kids or Program Associate will contact the parents. A child will not be admitted with any of these symptoms:
 - a. Frequent coughing
 - b. Fever
 - c. Runny nose (anything but clear discharge).
 If you suspect a child is ill, please contact your program leader.
- b. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:
 - a. Fever – currently or within the previous 24 hours (without medication).
 - b. Vomiting or diarrhea
 - c. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - d. Common cold – from the onset through one week
 - e. Sore throat
 - f. Croup
 - g. Any unexplained rash
 - h. Any skin infection – boils, ringworm, impetigo
 - i. Pink eye or other eye infection.

- c. Do not give children medicine of any kind. If a parent requests you give a child medication, refer the parent to the Program Associate.
- d. We ask you not to volunteer in any ministry if you are sick. Please notify your leaders and request a replacement.
- e. Bodily Fluid Accidents: All caregivers should wear disposable gloves when there is a possibility of contact with blood or blood-containing fluids. Blood on surfaces should be cleaned with bleach and water disinfectant solution (1/4-cup bleach, 1-gallon water).
- f. Use disposable towels and gloves for clean up. Discard all items into a covered container. If vomiting occurs contact the staff member in charge.
- g. Do not serve any food, candy, or beverages unless approved by the Minister to Kids or the Program Associate, or provided by the parent/guardian. All approved food and beverage products MUST be posted in a place obvious to parents. Any time that food and beverages are to be used during a Sunday morning session, please post the provided "Allergy Alert" sheet on the door for parents to see when they drop their kids off.

15. MINOR ACCIDENTS

- a. If someone working in your area is trained in First Aid, they should be placed in charge of emergency situations.
- b. FIRST AID kits are available in resource rooms, the preschool hallway bathroom. Ice is also available in the 3rd floor youth lounge kitchen, the Preschool kitchen or in the church kitchen (located in the Kokernot building) for emergencies.
- c. Report any hazardous situations to the leadership immediately and correct if safe and possible.
- d. If a child is injured in any way, please notify a staff member.
- e. Deal with injuries right away. Do not get the parent unless absolutely necessary. However, do tell the parent about the injury when they pick up their child, regardless of how minor the injury. If a parent reacts negatively, it is wise to inform the Minister to Kids so that he is aware of the situation.
- f. In the event of any injury or accident, no matter how small, fill out an incident/accident report form and turn it in to the Minister to Kids or Program Associate. They will then make a copy to keep at the church and give a copy to the parents of the affected child. Incident/Accident forms may be found in the Preschool Hallway office and in the Elementary Large Group Room, Webb 206.

16. MAJOR MEDICAL EMERGENCIES

In case of a serious emergency involving broken bones, severe cuts or bleeding, convulsions, fainting, unconsciousness, or other serious injury, follow these procedures:

- a. Find out if anyone in the area is trained in CPR/First Aid. If so, ask for his or her assistance.
- b. Keep calm and keep children and the injured child as calm as possible. Have children move away from the injured child.
- c. DON'T MOVE THE INJURED CHILD.
- d. Speak calmly, reassuring the child.
- e. Send a fellow leader for help. NEVER LEAVE THE INJURED CHILD.
- f. The person in charge will call 911 after assessing the situation and give the information and directions as needed.
- g. As soon as the leadership is notified, the co-worker should return to help in removing other children in the department from the scene of the accident.
- h. The person in charge (staff member) will locate the parents and advise them of the condition of the child and procedure suggested by medical personnel.
- i. Leaders will refer to the child's parents for details of preference of hospital and doctor.
- j. In case the child is transported to the hospital, a Program Associate or assigned leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- k. As soon as possible, the leader needs to return to his/her class to see that the other children remain calm and reassured.
- l. An incident/accident report form should be written as soon as possible with specifics of medical personnel recommendations and name of hospital where the child was taken.

17. CHILDCARE

When occasions arise that paid childcare is required for a church sponsored event, the following standards must be met:

- a. The person in charge of childcare will have gone through the application/approval process, understand safety procedures, AND must be present at the childcare site.
- b. There must be a minimum of 2 workers present, including at least 1 adult or the age of 18.
- c. All room leaders must be 18 years old or older to be counted as "adults."
- d. High school and middle school students are allowed to be helpers only when an adult is present.
- e. All rooms used must be pre-approved at least one week prior to the event, and returned to a ready condition for the next ministry, which includes everything being put away and cleaned up.
- f. All other First Kids policies and procedures must be adhered to at all times.

- g. A minimum of six (6) children (any ages) is required for a requested event with childcare. Any less than six (6) children may result in a cancelled childcare event at the discretion of the Minister to Kids and other arrangements will need to be made.

18. TELEVISION POLICY

Each room is equipped with a television. Elementary classrooms have a DVD player that must stay with the television at all times. The following policies relate to the use of the televisions:

- a. The Minister to Kids or Program Associates must approve any use of the televisions and/or equipment prior to use.
- b. Any videos shown must first be approved by the Minister to Kids.
- c. The televisions are not to be used during ministry programming except to show lesson videos or materials needed for the lesson of the day.
- d. In the preschool rooms, the video feed of the 11:00 am worship service must not be on even if the television is muted. The kids deserve our full attention while we have them in our care.
- e. During childcare events, the television must never be on unless a video is being shown for lesson purposes only. Please do not watch cable television when children are under our care.

19. DISCIPLINE

Volunteers in the children's ministry are to NEVER physically discipline a child. If your own child needs such discipline it is to be done at home and never within a program (observers may not know it is your child).

Discipline is not meant to be punishment. Instead, it is a time for teaching--the very kind of teaching Jesus did with his disciples. Teaching of this kind has two purposes: first, to immediately stop inappropriate behavior; second, to help the child find another, more appropriate way to behave. Here are some procedures for correcting behavior:

- a. Go over classroom rules, before the class begins. These rules should be posted somewhere in your classroom (1. Respect God 2. Respect Leaders 3. Respect Others).
- b. Prevent problems before they occur. The best way to avoid trouble is to stop it before it happens. Be observant to what the kids in your classroom are doing at all times.
- c. Set clear limits. Use the word "no" as little as possible because it does not

teach the child appropriate behavior. Instead, give the child information. For example, "We don't bite Timmy." Save the word "no" for dangerous situations.

- d. Redirect behavior. Try offering the child another activity.
- e. Offer a choice. When you say, "You may play with the truck or the car. Which one do you want?" you are giving the child a choice.
- f. Acknowledge feelings. Use the words "I see" often. Show the child that you understand.
- g. Talk through problems. Here is a good example: "Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?"
- h. If you have tried redirection and talking through the problem without success, then it is time to call in the appropriate staff member on the phones provided in your classroom or cell phone. It is the Minister to Kids or the Program Associates responsibility to talk with the parents about behavioral issues, never your responsibility.

A Few Tips to Keep in Mind:

- 1. Acknowledge a child's good behavior.
- 2. Talk about the action and not the child's personality.
- 3. Remember that seventy percent of communication is non-verbal.
- 4. When addressing a child's behavior, always lower your voice.
- 5. Realize that a child's behavior may simply be a cry for your attention.
- 6. Avoid hurrying a child. A hurried child is usually a frustrated child.
- 7. Pray for God to give you patience and show you how to best teach the child.

20. SUSPICIOUS ACTIVITY / REPORTING VIOLATIONS OR SUSPECTED ABUSE

To maintain a safe environment for all children, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission, or situation, which endangers or threatens children. All questions or concerns of suspected activity of abuse or harassment by a volunteer should be reported to the Minister to Kids, in private. Should the activity of concern involve a paid church employee, the matter shall be reported to the appropriate Strategic Leadership Team pastor or the Senior Pastor. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence pending the completion of the investigation, and the church will take steps necessary to protect the integrity of the volunteer involved.

- a. During services, children are not allowed to wander around the campus. If you

see a child who is not in an appropriate place, please approach them or contact a staff member. They will take the child to their class or to their parent.

- b. If you see an adult wandering around the building, please ask if you can help them find their way. If suspicious, please contact security.
- c. Members of the program leadership team will be in the hallways to assist teachers, parents, visitors or workers as needs arise. Please contact leadership by phone, if you do not see them immediately in the hall.
- d. Reporting Abuse:
 - a. Anyone witnessing an occurrence of violation of this policy should consider the following recommendations as to how such a situation should be handled to insure the security of the child and to protect against physical, emotional, or psychological injury to all persons involved:
 1. All incidents shall be reported immediately to the Minister to Kids, if available, or to the adult leader in charge of the event or activity. If the Minister to Kids is unavailable, the incident must be reported to him within 24 hours of a leader being made aware of the incident.
 2. The parents must be notified by the Minister to Kids and/or staff member within 24 hours of the staff member being made aware of the incident.
 3. The Minister to Kids and/or the staff member must immediately report the incident to the assigned Strategic Leadership Team pastor and the Senior Pastor.
 4. The notified pastor will contact the proper civil authorities, as directed by the insurance company & church attorney.
 5. The accused should not be confronted until the safety of the child is secured, and only upon advisement by the church attorney.
 6. Personally secure the safety of child/children. Do not leave the child while reporting the incident.
 7. Do not personally confront the alleged or accused violator of the policy unless imminent injury or damage is present.
 8. The Minister to Kids or another pastor will report the incident to the parents or guardians of the victim(s).
 - b. In the event a child reports alleged abusive conduct, regardless of where the conduct occurred, (at church, off-site church event, or non-church event.) the person initially contacted by the child must complete a written report which should include, as much as possible, the *precise wording* of the child.
 - c. In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Minister to Kids for disposition of the matter.

- e. Response to the Accuser:
 - a. Allegations should be taken seriously and emotional support given to the accuser. The care and safety of the accuser is the first priority.
 - b. All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional resources may be needed.
- f. Response to the Accused:
 - a. Treat the accused with dignity and support. He/she will be relieved of his/her duties until the investigation is finished.
 - b. Pastoral and/or professional resources should likewise be extended to the accused.
- g. It is a crime against the law to not report child abuse.

21. EVENT PLANNING / APPROVED ACTIVITIES

- a. All events or outings involving children from First Baptist Church San Antonio must be cleared through the Minister to Kids, even if you do not consider it a "church event." If it involves church children who you work with as a church volunteer, the leadership MUST be aware for liability reasons.
- b. Any usage of First Kids' ministry areas should be approved by the Minister to Kids, in advance, by contacting the First Kid's office. All requests must be made 14 days in advance.
- c. Whenever moving children from the classroom, do a head count upon departure and arrival to make sure every child is accounted for.
- a. Never take a child or children outside of the church building or program room without prior consent of the leadership and, in some cases, written permission from the parents. The "Field Trip Permission Form" is available through the First Kids office.
- b. Volunteers are never to take children places in a vehicle without another adult accompanying them.
- f. A minimum of two approved adult leaders is required for any trip or out-of-class activity. More leaders may be required to meet ratio requirements outlined in item #4, "Classroom Guidelines."
- g. When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seatbelts. Each driver should have a copy of the activity permission slip for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders. **All** drivers must be over 21.
- g. All drivers MUST be approved by the FBCSA Business Office.
- h. When an activity is local, it is best if parents arrange their own transportation to and from the activity site. At least two (2) adults must stay until all children are

picked up.

22. FIRE EMERGENCIES / LOCKDOWN PROCEDURES

- a. Fire Emergencies
 - a. When the fire alarm is activated, leaders will gather children in a calm orderly fashion.
 - a. All kids from birth to 24 months should be placed in an evacuation crib, located in each of these rooms. They should be placed into these rolling evacuation cribs and rolled out the closest exit, the back doors of the preschool leading to McCullough Avenue.
 - b. Exit outside door toward McCullough Avenue
 - a. Ramps for rolling cribs are at the North exit toward McCullough closest to the baby room.
 - b. Second and third floor classes exit the stairwell at the end of the hallway. Proceed down the stairs and out across McCullough Avenue.
 - c. Evacuation maps are located in each classroom. Each map uses arrows to show the closest exits to the room being used.
 - d. Leaders should count all children, make a note of the number, take the attendance sheet with them and exit with the children.
 - e. If a rope is needed to guide children, one will be in your room or in the EMERGENCY RED BACKBACK.
 - f. After exiting the building, the leaders and children should walk across the McCullough Avenue.
 - a. Parents may not pick up children until a count of children has been made once children arrive in the Parking Lot across McCullough Avenue. Regular pick-up procedures will be followed.
 - g. Once you are clear of the building, take a head count and attendance.
 - h. Return to building only after the "All Clear" has been sounded.
 - i. Please do not dismiss any students from outside, unless you are unable to re-enter the building.
 - j. For the safety of the children, parents may **NOT** get their child/children before the class has left the building.
 - i. Parents will be directed to pick up their children at a designated pick up area. They should not go to the classrooms to pick up their children. See Item F.
- a. Lockdown Procedures
 - a. When a lock down procedure is necessary, leaders will gather children in a group to a corner of the room away from the door or window.

- b. The door to the classroom should be locked with key provided in the RED EMERGENCY BACKPACK.
- c. Leaders should not unlock the door, leave the room or allow children to leave until notified by the Minister to Kids.
- d. Notification will take place by communication on the classroom phone, if available. Personal cell phone communication may also be utilized.

23. EXCEPTIONS

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the Minister to Kids in advance, or as soon as an unavoidable or uncorrectable deviation is observed. Please notify the Minister to Kids or Program Associate as soon as possible, for your own protection, if an exception to a policy has taken place.

First Kids Ministry Policies and Procedures Leaders Agreement Form

I acknowledge, as a volunteer and representative of First Baptist Church San Antonio and the ministries of First Kids, that I have received, fully read, and understand the First Kids Policies and Procedures Manual. As a requirement for volunteering in First Kids ministries, I agree to abide by the written policies and procedures as stated or amended in the future, to the best of my knowledge and ability.

This form must be on file along with a completed Volunteer Application before the volunteer can be scheduled in the care of children.

Volunteer Name (Printed)

Volunteer Signature

Date