

## MINISTRY PERSONNEL/YOUTH & CHILDREN RATIOS

To comply with insurance requirements and to provide adequate supervision for children, youth and vulnerable adults, **one of the following must be in place:**

1. A minimum of two screened ministry personnel are present for supervision, except in the event of an emergency, **OR**
2. One ministry personnel is present with the door open with Hall Monitors (screened and approved ministry personnel) circulating periodically from room to room. A door with a window having clear lines of Visibility in place is considered an open door.

### Ministry Personnel to youth

- Junior/Senior high students: 1 to 10
- Overnight/off-site: 1-8

### Ministry Personnel to children:

- Infants (non-walking) 1 to 2
- Toddlers (walking)) 1 to 4
- Preschool 1 to 6
- Elementary 1 to 8
- Overnight/off-site: 1-5

In large churches, where parents are not know to the volunteer, it is important to have at least one volunteer who is 18 years of age or older. In smaller churches where volunteers and parents are known to each other, volunteers between the ages of 12 and 18 may be used. It is recommended that they be paired with an older adult.

- As a general rule there is to be a minimum of two workers in a room with nursery, pre-school and elementary children, except in the event of an emergency situation.
- Ideally, there is to be a minimum of one worker for every 4-6 pre-school children and once for every 8 children in grades 1-4
- To facilitate observance of washroom guidelines Pre-school classrooms
  - **May** be staffed with one adult and one youth 14 years or older
  - **Will** be staffed with at least one female adult worker

### First aid kits

- There is a First Aid kit in the kitchen (southwest cupboard) as well as in the cupboard behind the admin desk.
- Each church vehicle also has a First Aid kit on board.

## OUR BIBLICAL RESPONSIBILITY—Micah 6:8

**...what does the Lord require of you? To act justly, and to love mercy, and to walk humbly with you God.**

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Matthew 19:14 (NIV)

Only be careful and watch yourselves closely so that you do not forget the things your eyes have seen or let them fade from your heart as long as you live. Teach them to your children and their children after them. Deuteronomy 4:9 (NIV)

But among you there must not even be a hint of sexual immorality, or of any kind of impurity, because these are improper for God's holy people. Ephesians 5:3 (NIV)

But whoever causes one of these little ones who believe in me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depths of the sea. Matthew 18:6 (NAS)

Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly. James 3:1 (NIV)

Brothers, if someone is caught in sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each others burdens, and in this way you will fulfill the law of Christ. Galatians 6:1-2 (NIV)

Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith. Hebrews 13:7 (NIV)

**Love always protects ...  
1 Corinthians 13:7**

# Reduce The Risk

## Children, Youth, Vulnerable Adults & Leader Abuse Protection Plan

## The Church of God At Paradise Valley

## WASHROOM PROCEDURES

### FOR BABIES

- If possible, diaper changing should be done by the parent.
- Diaper may be changed by designated ministry personnel as long as they are in view of other ministry personnel and are 14 or older.

### FOR PRESCHOOL/KINDERGARTEN AGED CHILDREN

- Preschool/kindergarten aged child are not to go to the washroom alone.
- One of the following will be adhered to when accompanying this age group to the washroom.:
  1. Two ministry personnel will escort a group of children to the washroom. OR
  2. One ministry personnel will escort a group of children to the washroom with one hall monitor appointed to assist with washroom and security duties. OR
  3. The parents will be called to take their own child.
- **NO MINISTRY PERSONNEL WILL EVER BE ALONE WITH A CHILD IN AN UNSUPERVISED WASHROOM AND THEY ARE NEVER TO GO INTO THE CUBICLE WITH THE A CHILD AND SHUT THE DOOR**
- When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning
- Only women should assist children in the washrooms

### GRADE 1 AND UP

- If washrooms are isolated from the area(s) of activity, (e.g. downstairs room is being used), children under 7 should not be sent to the washroom alone and above procedures for preschool/kindergartens utilized.
- If an older child seems to be gone longer than necessary, an adult worker should check on them, following the procedure outlined above

### RECEIVING AND RELEASING CHILDREN

#### Nursery & Preschool

- Children are never to be dropped off in the nursery or classroom without a teacher/caregiver present
- Children must be signed-in and released only to those authorized by the parent(s)
- Doors are to be supervised to ensure children are not able to exit alone and /cannot be taken from the room without the adult worker's awareness.

## PROPER DISPLAY OF AFFECTION

### APPROPRIATE TOUCH:: LOVE & CARING CAN BE EXPRESSED

- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Patting a child on the head, hand and shoulder or back to affirm him or her.
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behavior
- Gently holding a child's chin to help him or her focus on what you are saying. (important for children with attention deficit disorder)
- Holding a preschool child who is emotionally dysregulated

### INAPPROPRIATE TOUCH: YOU MUST AVOID:

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling
- Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined in Section 5 Washroom Guidelines).
- Carrying older children or having them sit on your lap
- Being alone with a child
- Prolonged physical contact
- Opposite sex piggyback rides with youth by leaders
- Seductiveness or suggestive contact
- Any physical contact of any kind that is done for the pleasure or satisfaction of care providers
- Any touching used to express power or control over a child

### REDUCE THE RISK MANDATORY SCREENING

- All those 18 years of age and older must fill out an application form, submit a police record check, and undergo training
- A brief renewal application form will be filled out annually by all volunteers
- Criminal record checks must be renewed every two years
- Training is required annually for all personnel: Reduce the Risk as a group in the fall, or by watching the videos or reading the manual

## DISCIPLINE

**Discipline** is not something you do to a child. It is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that molds character, behavior and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behavior should be to shape their character in such a way that they will become disciples.

### DISCIPLINE PROCEDURE (written from the Child's perspective)

- 1) My teacher will remind me ONCE. If I do not listen,
- 2) I will have a time-out to think about what I have done and how I will make it right ( for example, telling the person I hurt I am sorry and not doing it again). If I am not quiet during my time-out and/or continue to disrupt my class by repeatedly breaking the rule(s),
- 3) I will be sent to sit with my parent(s) or another approved adult in the adult class.

### SOME EXAMPLES OF APPROPRIATE DISCIPLINE:

- Praising the specific behaviors you want to see in your group (i.e. "good listening", "thank you for waiting")
- A firm gentle voice addressing and redirecting the behavior (i.e.. "you are running;; walk please")
- Confidential parental discussion when necessary
- Age appropriate "time outs" or withdrawal from activity

### SOME EXAMPLES OF INAPPROPRIATE DISCIPLINE:

- Corporal punishment of any kind.
- Any words or tone that would cause a child to think he or she is the "problem" rather than a specific behavior being addressed (e.g. screaming at a child)
- Any words that could cause feelings of condemnation or shame in a child about any aspect of their person—including derisive references to anything physical, emotional, mental, or position (or station) in life, such as saying, "Are you a strong boy? Strong boys don't cry" or "Shame on you."