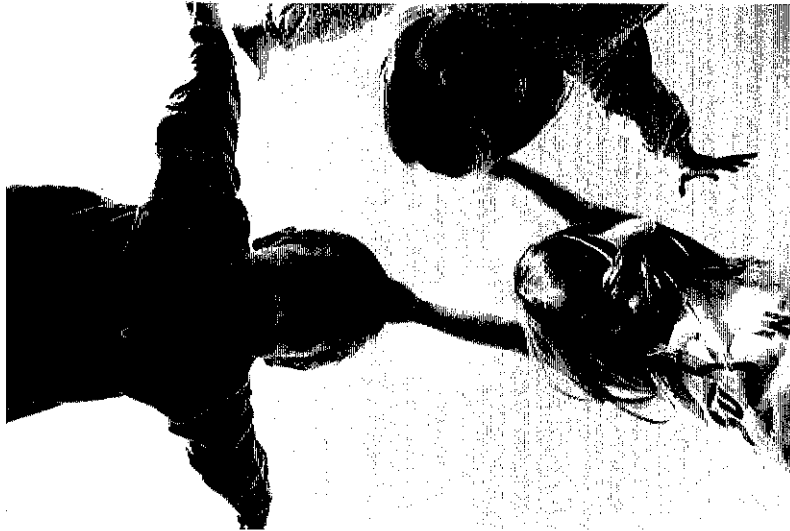


# Sunlight

Children's Ministry



**Policies and Procedures Handbook**

**Teen Version**

**Knox Presbyterian Church**  
2065 S. Wagner Rd.  
Ann Arbor, MI 48103  
734-761-5669

# Introduction

You may ask, "Is all this really necessary just to teach Sunday School? Do I really need to know everything in this book to rock babies in the nursery?" At another point in our history the answer might have been, "No." But in today's society we would be foolish to ignore the possibility for a child to be harmed, a volunteer to be falsely accused or the church to be subjected to a lawsuit or negative publicity.

It is disturbing to think that a church must deal with these issues. However, the apparent rise of physical and sexual abuse of children in our society, the large size of our church and the resulting large number of volunteers and the pain and potential catastrophe resulting from negligence, abuse or allegations of abuse simply demand a thoughtful and well-defined plan to protect the children and the church.

Volunteers are the heart of our ministry to children. These policies in no way reflect negatively on you or any of the gracious volunteers who have and continue to serve our children. These policies are meant to protect you. They are not meant to limit you. We simply want Knox Church to be a safe place for our children and our volunteers.

The following policies and procedures have been prepared after months of study and research. They were designed after consultation with attorneys, health professionals, insurance representatives and government officials. State of Michigan Child Protection Law and Licensing Rules for Child Care Centers and policies written by other churches were used as standards of reference.

If you have been serving for years or are volunteering for the first time, you may be taken aback or even irritated by the task of having to complete an application, get references, authorize a criminal records check and learn policies. You may even be afraid and want to withdraw. DON'T!! That would please no one but Satan. Remember what the Israelites did when they faced oppression when trying to rebuild the wall around Jerusalem.

*They all plotted together to come and fight against Jerusalem and stir up trouble against it. But we prayed to our God and posted a guard day and night to meet this threat.*

Nehemiah 4:8-9

These policies and procedures can be our "guard." It is our responsibility to go forward in prayer and with confidence of God's leading and protection.

As you work through this handbook, ask yourself this question, "Where would I rather send my children or volunteer - in a church that has no safeguards or one that does?"

## **Policies to Increase the Safety of Children at Knox (Birth - 6th grade)**

### **Personnel Screening, Orientation and Supervision**

1. All volunteers who work with children must be members or regular attendees of Knox Church for at least six months.
2. Individuals with prior conviction(s) involving assault and/or criminal sexual behavior are not permitted to serve in a church sponsored activity or program for minors.
3. All Children's Ministry (CM) Staff who will be serving regularly, whether paid or volunteer, must complete the CM application, submit to all screening procedures, and complete staff orientation and training.
  - a. Application and Screening:
    - i. The applicant completes the Children's Ministry Application packet.
    - ii. The church completes Criminal History Records checks, and reviews character references.<sup>1</sup>
    - iii. If serving in a leadership role, the applicant is interviewed by the supervising Children's Ministry Director or completes a Leader's Questionnaire.
  - b. Training and orientation:
    - i. The applicant reviews policies and procedures in the Children's Ministry's *Policies and Procedures Handbook* and completes a *Checklist* that highlights important content. The *Policies and Procedures Handbook* includes policies regarding the prevention, identification and reporting of child physical and/or sexual abuse. See Attachment 8 & 9
    - ii. The CM staff will provide the applicant an orientation specific to the area in which s/he will serve.
    - iii. The applicant will attend the annual CM staff training the first year they begin volunteering and every 3<sup>rd</sup> year thereafter.
4. Each year staff will review and practice with children our *Emergency Evacuation and "Take Shelter" Procedures*. See Attachment 1

Staff members are to familiarize themselves with the *Guidelines* posted in the room in which they serve. In October (Fire Safety Month), Christian Education (CE) and Children's Worship (CW) teachers will practice the procedures with their class. Early Childhood (EC) staff will take part in walk-through drills lead by the EC director. The congregation will receive notices in Knox Notes.

5. Ministry Coordinators are responsible to monitor behavior and performance of volunteers in their area of ministry.

---

<sup>1</sup> The Children's Ministry Director, Early Childhood Director, Senior Pastor and office staff assisting with processing of applications will be the only individuals with access to any information about staff. All documents will be kept in a locked cabinet and all information kept confidential.

## Working with Parents

1. Children remain the responsibility of their parents or host during activities where there is no programming specifically designed for them (i.e. potluck dinners, small group meetings, all church lunches, etc.). Knox Church is not responsible for the safety of children on Knox property when programs are not scheduled, or their children are not participating in existing programs.
2. Parents are responsible to communicate to the CM staff information about allergies, physical conditions, or other factors related to their child's learning or behavior.

This information will be shared through the yearly Fall Registration, or communicated directly to the appropriate CM director. Specific restrictions or conditions will be noted on the Early Childhood (EC) sign-in sheets or the elementary attendance sheets. More sensitive medical or behavioral information will be located behind the sign-in or attendance sheet for staff use only.

3. Parents will be notified of any injury sustained while their child was participating in a Knox-sponsored event: immediately, if the injury is significant (any head injury or one that involves bleeding or severe pain), or when the child is picked up, if it is not serious. In the event a child is thought to be ill, the child will be isolated and the parent will be contacted to assess the child's condition.
4. CM staff may take their class outdoors. However a note must be left on the classroom door noting their location.
5. At the end of Knox activities, children will be released to parents in the following ways:
  - a. Children in **Grades 3-6** will be released from the classroom to join their parents on their own.
  - b. Children **Nursery through Grade 2** will only be released to a family member (parent, sibling, or grandparent) or other adult properly designated.
    - i. In the **Early Childhood department** (Nursery through Toddler 3), a pager is provided to the parent/individual signing in their child to a classroom. Childcare staff will release a child *only* to a parent, family member, or person designated during Fall Registration or listed on the classroom sign-in sheet. In addition the childcare staff *must* receive the assigned pager from the designated person before releasing the child.
    - ii. Children in **Prekindergarten and Kindergarten** must have an identification tag filled out by their parent when being dropped off. The child may only be released to a parent, family member or designated person, and that person must present the corresponding tag.
    - iii. All visiting children (Nursery-2nd grade) must be released to a parent or designated person.

## Staff & Children

1. We have established staff-to-child ratios appropriate to each age group. These ratios are:

Age of Children	Child to staff ratio for weekly programming	Child to staff ratio for off-site/overnight events
Birth - age 2	2-3:1	
Ages 2 - 5	4-6:1	
Elementary (through 6 <sup>th</sup> grade)	7-9:1	4-6:1

There must be at least two adult staff members present in any CM program. Husband-wife teams serving must leave the door open at all times or have another adult or youth volunteer with them. If an adult must be left alone for a short time with a group of children, the door of the classroom shall remain open.

Persons 18 years or older are considered adults. Mature middle and high school students are invited to serve in Children's Ministries as staff and may be considered a part of the child to adult ratio *when* two adults are present.

2. In general, a child and a staff member should not be alone together.

CM staff members shall not take an individual child from their assigned room to any other part of the building or outdoors, except to provide specific comfort measures, or to address behavioral concerns. Prior to taking a child from the room, the CM staff member will inform the other staff of their whereabouts and will remain in public areas (such as Knox Hall, Atrium, hallways, visible outdoor spaces, etc.). Under no circumstances should a child be allowed to leave the classroom or building unsupervised.

Children, **toddler age through Grade 2**, must be escorted to a restroom by a staff member.

When assisting a toddler to the bathroom, the staff member will leave the door ajar and help only as much as needed.

Children, **Pre-K through Grade 2**, should be taken to the restroom in groups of no less than two, no more than four, children at once. A staff member will accompany a child into a stall only when assistance is requested or required, and then the door shall remain open.

Children, **Grades 3-6**, should be sent with a peer "bathroom buddy." The adult releasing them should confirm their names and tell them the time of their expected return.

3. Appropriate displays of affection between CM staff and children are to convey support and encouragement. Such displays of affection should be limited to expressions such as a brief hug, an arm around the shoulder, an open-handed pat on the back, a handclasp or a light touch to the forearm. When initiated by a child, a staff member may allow a child to sit on his/her lap for the duration of a story or other designated activity.
4. All staff working with children shall follow the discipline procedures as outlined in Attachment 2.
5. While it is understood that one-on-one meetings between staff and students may be important from time to time for building relationships in ministry to children, it is expected that the staff

member and student will be of the same gender, the meeting will occur in a public place and with the stated approval of the child's parents. If the meetings are to be ongoing, the staff person must *also* obtain the approval of the CM Director.

6. Knox ministry staff shall not pursue exclusive relationships with minors involved in church programs.

## **Establishing and Maintaining Health & Safety**

1. Fully equipped first aid kits are available in each ministry areas of the church: Early Childhood, Elementary, Youth and in the kitchen. A digital thermometer is available in the closet between nursery and Toddler 1, for parental and staff use. In the event of an emergency, public phones are located in the Hess Hospitality Room, Turning Point Room, Workroom and the Kitchen.
2. Toys and equipment must be washable and will be maintained separately by each Early Childhood program.

All tables or eating surfaces will be disinfected after each use. Toys that have been placed in the mouth of an infant or toddler will be placed in a bin for weekly washing and disinfecting. All toys and furnishings will be washed/disinfected monthly. Crib linens will be changed after individual use.

All toys with missing or broken pieces, sharp or chipped edges will be removed immediately.

No stuffed toys (in nursery and Toddler 1 in particular), or toys promoting violence, the occult or anti-Biblical values will be allowed.

3. All staff working with children will follow hand washing and diapering procedures. These procedures will be posted in restrooms and diapering stations. (Attachments 3, 4)
4. All staff will follow the Universal Precautions in the event of injury or illness resulting in the presence of blood or bodily fluids. (Attachment 5)

Training and/or information will be provided to staff during the *Policy and Procedures Class*, at the yearly ministry area orientation and posted at diapering stations.

5. Based on specific principles set forth in the Word of God (e.g. love of neighbor, Leviticus 19:18; care of the sick and wounded, Luke 10:29-36) it is the position of Knox church that we should minister, in love and acceptance, to all persons, in all conditions, without discrimination, including those with or affected by AIDS, HIV or Hepatitis B or C. In order to best protect the infected child and other children and staff:
  - a. Parents who enroll their child in any Knox program must advise the CM Director of any known infectious disease.
  - b. Children under the age of four who have tested positive for the above diseases will have a care

plan developed, in cooperation with the parents. Their parents may also keep them in the services they attend.

- c. Anytime an infected child or adult participates in activities involving physical risk, the child's parent or the adult should inform those in charge on a permission slip or sign-up sheet of their condition and/or special needs.
6. Children and staff with the following contagious conditions are to be withdrawn from Knox programs:

Persistent and/or green nasal discharge  
Hacking cough  
Fever, current or in the last 24 hours  
Diarrhea  
Undiagnosed or untreated rash  
Communicable disease  
Vomiting

A child who is identified with one of these conditions will be isolated and the parent will be notified. In the case of chickenpox, parents are asked to allow ten days to pass, from the time the first pox appears before returning the child to a Knox program.

7. If a child becomes significantly ill or injured (experiencing respiratory distress, chest pain, choking, convulsions, severe bleeding, or suspected of having a broken bone or ingested a poisonous substance) the parents will be notified immediately. If direct contact with the parents or guardian cannot be made, the ministry coordinator or CM Director will arrange to transport a child to a medical facility or call 911. 911 must be called immediately whenever there is a potentially life-threatening situation or severe physical trauma.
8. The staff member who witnessed the injury should complete an Accident/Injury report form (Attachment 6), have the parent sign it and submit it to the event coordinator who will submit it to the CM Director within 48 hours. The event coordinator should make a follow-up phone call to check on the child's condition. If it is serious, the CM Director must then inform Knox's office manager, as well as telephone the home office of the churches insurance company to report the incident.
9. In the event one child bites another child or an adult, childcare staff will follow the guidelines contained in Attachment 7.
10. The use of alcohol and tobacco products is prohibited on Knox property and at any time during a Knox authorized activity or trip. The use of illegal drugs is prohibited at all times.

### **Knox-Sponsored Activities Off-Site**

1. All church-sponsored off-site activities must be cleared through the CM Director and placed on the church-wide calendar. Information about the activity should be published at least two weeks in advance of the event.

2. Church-sponsored off-site activities are subject to all applicable Knox policies.
3. There must be at least two non-related adults supervising any church-sponsored off-site activity for children. All activities will be open to parental observation.
4. Significant appearance-altering activity such as hair cutting or coloring, body piercing or tattooing will not be allowed during Knox sponsored events.
5. The use of audio, visual or printed materials inappropriate for a Christian setting will not be allowed. The CM Director must grant permission for the use of audio, visual or printed materials not included in established church curriculum.
6. Parents of elementary children must give written permission for any off-site event sponsored by Knox Church. The coordinator for any off-site event for children must take the permission slips along on the activity. Coordinators of any overnight event must have with them a pre-established parent phone chain in the event of a delayed return or change of plans.
7. Children attending a Knox-sponsored event shall not be permitted to participate in activities not previously scheduled and for which permission has not been granted by their parent/guardian. For example, if permission is granted to attend a concert, leaders cannot make additional stops after the concert without prior permission.
8. When transporting preschool or elementary children, an adult supervisor at least 21 years of age (other than the driver) must be present in the vehicle.
9. All drivers of a church-owned vehicle or personal vehicle being used for a church function must be at least 21 years of age, complete a *Criminal Background Check* and a *Driver History Check Authorization*, and agree to abide by the *Knox Transportation Safety Procedures (Attachment 10)*. All drivers must have a satisfactory background check and driving record.
10. Drivers are responsible to explain passenger rules, count passengers before each departure, and follow standard caravan style driving and emergency procedures as outlined in the *Transportation Safety Procedures*.
11. Knox vehicles may be available for Children's Ministry functions.
  - a. All Knox vehicles must be scheduled in advance for use and are available for church functions only.
  - b. The responsible party will need to follow the procedure for completing a Vehicle Reservation Request and submit it to the Church Office Manager.
  - c. Vehicles are reserved on a first-come, first-served basis, with the understanding that Youth Ministry has the privilege of overriding a scheduled reservation with a minimum of one-month notice. This policy protects our youth from unnecessary carpooling by teen drivers.
  - d. In the event of a scheduling conflict, Children's Ministry will have to:
    - i. Use vehicles of church members
    - ii. Rent and incur the cost of other transportation



- iii. Reschedule the event.
  
- e. Parties using church vehicles must refill the gas tank after each use and submit the receipt for gas to the Church Office Manager. The Church Office Manager will submit the receipt to the appropriate ministry budget for reimbursement.
  
- f. The Knox Transportation Coordinator ensures that all vehicles are properly maintained and that registration and insurance information and a stocked first aid kit are available in each vehicle. A person driving a Knox vehicle should familiarize themselves with the location of these items before driving the vehicle.

## Parents:

Please be advised that the information on the following pages deals with the issue of sexual abuse and is sensitive in nature.

Teen helpers are not held responsible for this information, but we make it available to you to go over with your child as you see fit, since it is in everyone's best interest that all staff be well informed on how to hand such situations.

## Teens:

If you have been reading over this material independently up to this point, we'd ask that you consult your parents before reading the sections that follow.

Feel Free to contact Mrs. Paternoster with any questions or concerns.

May Our Good Shepherd continue the tender care of his flock through us his people!

## **Policies for Reporting Child Abuse**

1. Matters involving child physical and/or sexual abuse are governed by State Law: Michigan Penal Code and Child Protection Law. The agencies enforcing these laws are the Family Independence Agency (FIA) and Law Enforcement.
2. All paid and volunteer children's and youth staff, officers, church leaders or anyone in a position representing Knox Church are required to report any suspected instances or symptoms of child abuse to the CM Director, Youth Pastor or the Senior Pastor. The reporting person shall document all disclosed details pursuant to Attachment 9, however he/she shall not do anything to substantiate the alleged/suspected abuse. Indicators for identifying abuse are included in Attachment 8.
3. If the CM Director receives a report of suspected abuse, s/he will inform the Senior Pastor.
4. Upon receiving a report of suspected abuse, the Senior Pastor (or his designee) will document in writing the reported incident/indicators, as well as all efforts on the part of the church to respond. Further, the Senior Pastor (or his designee) will take one or more of the following actions:
  - a. Review the report in conjunction with the definitions and indicators of abuse found in Attachment 8, taken from the Michigan Penal Code, and the Child Protection Law (available in the office of the Director of Children's Ministries).
  - b. Contact FIA and/or Law Enforcement, if the reported incident falls within the definitions and/or indicators.
  - c. If it is unclear whether the matter falls within the definitions and/or indicators, the Senior Pastor (or his designee) should consult with FIA and/or Law Enforcement.
5. If a report is filed with FIA and/or Law Enforcement, the Senior Pastor (or his designee) will:
  - a. Inform the person who initially reported the incident that a report has been made with FIA and/or Law Enforcement
  - b. Offer prayer, counseling and referrals as needed.
  - c. Inform the church's attorney and insurance company per their requirements.
  - d. Convene an Abuse Response Team (ART) consisting of himself, a paid staff member, an elder, a church member with professional experience related to this matter (if available) and the church's legal counsel in order to monitor the matter. If deemed appropriate after consulting with FIA and/or Law Enforcement, the Senior Pastor (or his designee) and at least one other ART member will contact the child's parent(s) or guardian(s) regarding the report.
6. In a case of alleged abuse, the church will provide appropriate and necessary assistance to the victim, the offender, Child Protective Services and the local law enforcement agencies.
7. Confidentiality will be maintained as much as possible while it is consistent with meeting legal duties and extending spiritual, psychological and emotional support for individuals involved.

## **Policies for Responding to Allegations of Child Abuse**

### **Dealing with the Alleged Perpetrator**

1. After a report of abuse is made, and after consulting with FIA and/or Law Enforcement, two ART members will contact the alleged perpetrator. The alleged perpetrator will be suspended from participating in all service roles in the church until an investigation is completed by the proper authorities.
2. If the allegations are found to be false and/or no criminal charges have been filed, the suspension on service may be lifted, subject to the approval of the ART.
3. If criminal charges are made, the perpetrator must continue under the suspension on service. Session members will be informed and a written charge shall be filed with the Clerk of Session to commence the appropriate disciplinary procedures according to the Evangelical Presbyterian Church Book of Discipline. If the alleged perpetrator is a pastor, the charge will be filed with the Clerk of Presbytery.
4. The Abuse Response Team (ART) will refer the alleged perpetrator and his/her family to a qualified Christian therapist for care and counseling. Additional pastoral care should be offered only after the matter is completely resolved.
5. After consultation with FIA and/or Law Enforcement, the ART, with the Session, will determine, whether any information should be communicated to the entire congregation. Any information shall be presented in a loving and gracious manner.

### **Dealing with the Alleged Child Victim**

1. Anyone who hears of alleged abuse from a child should follow the guidelines outlined in Attachment 9.
2. After the abuse allegation has been reported and investigated the ART (or members of the Session) will refer the child and his/her family to a qualified Christian therapist for care and counseling. Additional pastoral care may be provided by the ART (or members of the Session) if requested by the family, but discernment should be used regarding when and how that care is provided especially if criminal and/or civil charges against the alleged perpetrator are still being pursued.

### **Dealing with the Media in the Event an Incident of Abuse becomes a Public Matter**

1. When a matter becomes public record, one member of the Abuse Response Team (ART) will be designated to make any and all statements to the media.
2. The ART designee will consult with the Session, Knox legal counsel, FIA and/or Law Enforcement prior to any statements made to the media.

3. The ART designee will prepare a written statement, which will be reviewed and approved for publication by the ART, the Session and in consultation with legal advisors. This statement should include:
  - a. Acknowledgement of legal proceedings
  - b. Explanation of currently enforced Knox policies and procedures to prevent child abuse
  - c. The serious nature of such allegations and the serious attention it will receive
  - d. Request for patience and suspension of judgment until the matter is investigated
  - e. Request for prayers for all involved

Approved by Knox Session 4/27/99 (K Brace)

Revised by Knox Session 4/23/02 (K Brace)

Revision approval pending 7/25/06 (K Brace)

Revision approved by Session 9/22/09 (B Paternoster)

YM revisions incorporated to "Reporting Child Abuse" section 2/25/14 (B Paternoster)

Minor Text Revision 8/14/2015 (jw/bp)

## Emergency Evacuation and "Take Shelter" Procedures

### From the Early Childhood Wing (Nursery, Toddler 1, Toddler 2, Toddler 3)

1. Take: all children and staff *and* the class attendance sheet.
2. How to exit the building –
  - a. Proceed down the hall to the main entrance (with the canopy).
  - b. Exit through the right set of doors. Members of the congregation will be exiting using the left set of doors.
  - c. Proceed ahead and to the left, to the Marshalling Area at the back of the upper parking lot - the lamp post with the red sign. Arrange yourselves by class groups and stay together.
  - d. Re-check attendance and report any missing children to the Early Childhood or Children's Ministry Director.
  - e. Remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pickup.
3. Deacons in attendance that morning will all report to the Early Childhood wing to help evacuate children from the Early Childhood wing, and to direct non-serving parents/adults away from the EC wing.
4. Parents not already serving in the rooms will not be allowed down this hallway to assist, but will be directed to the Marshalling Area.

### From Children's Worship (Prek-3<sup>rd</sup> grade; during the service)

1. Take: all children and staff *and* the class attendance sheet
2. How to exit the building – **From the Gathering Place (Prek/Kindergarten)**
  - a. Exit the building using the door by the elevator (lower level), and turn *right*.
  - b. Follow the sidewalk along the building, and continue in the same direction, straight across the parking lot to the Marshalling Area sign (on the light post closest to the corner of the lot), and gather there.
  - c. Recheck attendance and report any missing children to the Children's Ministry Director.
  - d. Remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pick-up.
3. How to exit the building – **From the Music Room (1<sup>st</sup>-3<sup>rd</sup> grade)**
  - a. Take: all children and staff *and* the attendance sheets.
  - b. Exit the building through the doors by Knox Hall (upper level), and turn *left* into the parking lot.
  - c. Cross to the far left corner of the lot (nearest the northern entrance from Wagner Rd), arrange yourselves by class groups and stay together.
  - d. Recheck attendance and report any missing children to the Children's Ministry Director.
  - e. Remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pickup.

## Emergency Evacuation and “Take Shelter” Procedures

### From CE or Kids Club (Prek-6<sup>th</sup> grade, during Sundays - 2<sup>nd</sup> hour, and Wednesday nights)

1. Take: all children and staff *and* class attendance sheet
2. How to exit the building – **From the Children/Youth Wing** (Prek-4<sup>th</sup> grade)
  - a. Exit the building using the doors to the circular driveway.
  - b. Cross the driveway and head to the left.
  - c. Gather under the Marshalling Area sign, located on the light post at the right-hand corner of the parking lot.
  - d. Recheck attendance and report any missing children to the Children's Ministry Director or Mid-Week Director.
  - e. Remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pickup.
3. How to exit the building – **From the Adult CE Wing** (3<sup>rd</sup> grade & NorthStar)
  - a. Exit the building using the door by the elevator (lower level), and turn *right*.
  - b. Follow the sidewalk along the building, and continue in the same direction, straight across the parking lot to the Marshalling Area sign (on the light post closest to the corner of the lot), and gather there.
  - c. Recheck attendance and report any missing children to the Children's Ministry Director or Mid-Week Director.
  - d. Remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pickup.

### Shelter Areas

In hazardous weather, such as a tornado, seek shelter in the nearest interior room on the lower level.

1. These are
  - a. In **the Children/Youth Wing**, the PreK, Kindergarten, and 4<sup>th</sup> Grade classrooms, bathrooms.
  - b. In **the Adult CE Wing**, the Gathering Place, Harvest and Hillside Rooms, Garden room.
  - c. Additional spaces – stairwells (up to the first landing), cleaning closets, Youth Office, workroom.
2. What to do
  - a. Take the class attendance sheet when exiting the classroom.
  - b. Recheck attendance upon arrival in the shelter room and report any missing children to the Children's Ministry Director, Early Childhood Director or Mid-Week Director.
  - c. Arrange children and adults in the room, asking all to remain calm and quiet, so you can hear any further instructions that may be given.
  - d. When the *all-clear* signal is given, remain with children until parents come to pick them up. Have parent sign child out on the attendance sheet upon pickup.

Instructions and maps of the evacuation routes and shelter areas are located in each room, near the door. Please take the time to look at these, ensuring that you understand where to go from the room in which you serve. Ask any of the Children's Ministry directors for clarification, as needed.

## **Discipline Policy for Knox Church Children's Ministry**

We seek to grow children in manifesting evidence of God's work in their lives. Situations involving misbehavior are an opportunity to help a child see his/her need for the Gospel more deeply. Staff shall use positive methods of discipline which encourage self-control, self-direction, regard for others, and cooperation, such as but not limited to:

### **Preventing Misbehavior**

1. Prepare lessons that are engaging, age-appropriate, and well planned.
2. Exercise adult authority in a loving and respectful manner using your voice, eyes, touch, and posture.
3. Arrange the furnishings so that children's developmental needs are met.
4. Be sure the children know the rules and what to expect when they do not follow them.
5. Look for reasons behind misbehavior. Observe the setting, time and other people present when a pattern of misbehavior develops.
6. Ignore behavior that will wear itself out. Do not ignore unsafe behavior.

### **Dealing with Misbehavior:**

1. Move close to a troubled child and offer a gentle touch.
2. State a child's name firmly and look directly into the child's eyes.
3. Humor the child in a loving way to help him/her "save face."
4. Redirect the child to another activity.
5. Explain to the child what is happening, or ask him/her to say what is happening.
6. Explain to the child what the misbehavior is and why it's appropriate.
7. Let the child know how his/her behavior affects you or other children. "When You ----- I feel ----- because -----."
8. If a child continues to misbehave, remove the child from the group. Have him or her sit just outside the circle of activity.
9. If necessary, take the child into the hallway for a discussion about appropriate behavior. When able, invite a child to confess wrong doing and examine motives that lead to wrong doing. Help child think of ways to make up to an offended party, and encourage seeking forgiveness. Pray together, and assure of God's forgiveness and commitment.
10. Inform the child's parent when a time-out is necessary, and ask for their insight.
11. If there is an ongoing pattern of misbehavior or a significant incident, inform the Children's Ministry Director who will inform parents and solicit their involvement immediately or at a later time.
12. Nonsevere discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited below.

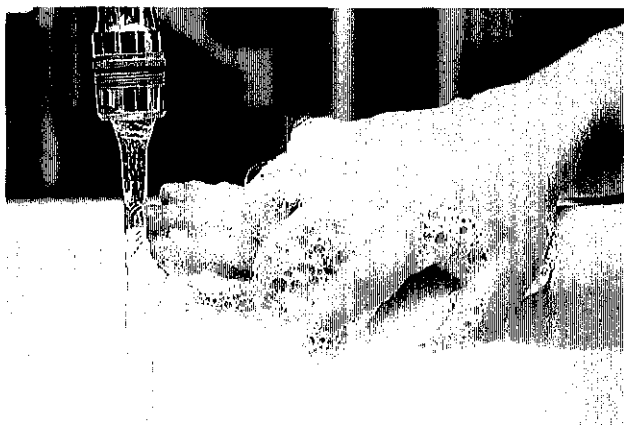
### **Prohibited Methods of Discipline:**

1. Hitting, shaking, biting, pinching, or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
4. Depriving a child of meals, snacks, rest, or necessary toilet use.
5. Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.



## Hand washing Technique

- Always use warm, running water and a mild, preferably liquid soap. Antibacterial soaps may be used, but are not required. Pre-moistened cleansing towelettes do not effectively clean hands and do not take the place of hand washing.
- Wet the hands and apply a small amount (dime to quarter size) of liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds. Be sure to scrub between fingers, under fingernails, and around the tops and palms of the hands.
- Rinse hands under warm running water. Leave the water running while drying hands.
- Dry hands with a clean, disposable (or single use) towel, being careful to avoid touching the faucet handles or towel holder with clean hands.
- Turn the faucet off using the towel as a barrier between your hands and the faucet handle.
- Discard the towel in a trashcan with a plastic bag. Trashcans with foot-pedal operated lids are preferable.
- Consider using hand lotion to prevent chapping of hands. If using lotions, use liquids or tubes that can be squirted so that the hands do not have direct contact with container spout. Direct contact with the spout could contaminate the lotions inside the container.
- When assisting a child in hand washing, either hold the child (if an infant) or have the child stand on a safety step at a height at which the child's hands can hang freely under the running water. Assist the child in performing all of the above steps and then wash your own hands.



## Knox Presbyterian Church Diapering Procedures

Only adults should change children's diapers.

Check the sign-in sheet for special instructions.

Gather all supplies:

- Diaper, from the child's bag or the church's supply
- Waxed paper
- Wipes
- Disposable gloves

Place a sheet of waxed paper on diaper changing surface.

**Put on disposable gloves.** This is for your and the baby's protection.

Place the baby on the changing surface.

Change the child. Make this a pleasant time. Talk, smile or sing.

Wipe the child from front to back. Secure the clean diaper.

Dress the child.

**Never turn your back on a baby who is on a changing table!**

**Always keep a hand on or near the baby.**

Place the soiled diaper in a plastic lined trash receptacle.

Remove the baby from the table and place in a safe position.

Dispose of waxed paper and gloves.

**Wipe down the changing surface with germicidal spray.**

**Wash your hands thoroughly.**

**NOTE:** If a child has a cloth diaper, check the diaper bag for a new diaper and a containment bag for the soiled diaper. Follow the same procedure for cleaning the child. Close the soiled diaper around contents, place in containment bag and put in the child's cubby with diaper bag.

# Fact Sheet: Universal Precautions

## What are universal precautions?

Blood and other body fluids (i.e., semen, vaginal fluids, saliva, urine, feces, vomit) can contain viruses and bacteria that can be passed on to another person through direct contact. Hepatitis B & C and HIV are diseases that can be transferred from one person to another through contact with infected blood and/or body fluids. Since there is no way to know without testing if a person has hepatitis B or C or HIV, it is recommended that you treat all body fluids as though they were infected.

Universal Precautions are actions that you take to place a barrier between yourself and potentially infected body fluids.

## How are blood and body fluids passed from one person to another?

- Through open areas on the skin
- By splashing in the eye
- Through the mouth
- Unprotected sexual activity (oral, anal and vaginal)
- Injury with contaminated needles or other sharps
- Prenatally (mother to baby) and during delivery

## How can I protect myself from blood and body fluids?

The easiest way to protect yourself from blood and body fluids is to have the injured person treat their own wound. If they are unable to take care of themselves, or they need some help, use latex gloves. If you do not have disposable gloves available, use a plastic bag (trash, shopping, or sandwich) over your hands to create a barrier. Your employer must provide appropriate personal protective equipment (gloves, goggles, disinfectant, etc.) for your use while at work. Know where these items are located so that you will be better prepared to protect yourself.

## How do I safely handle a bleeding injury?

1. The child or adult should hold an absorbent material to the wound - a clean disposable diaper offers a good absorbent material with the added protection of a plastic backing. You can also use paper towels, tissue, or newspaper.
2. Have them hold pressure until the bleeding stops.
3. Assist with placing a bandaid or bandage over the wound if needed.
4. Dispose of bloody material in a plastic lined trashcan or sealed plastic bag.
5. Everyone should wash his or her hands with soap & running water as soon as possible (disinfectant waterless hand cleaners or towelettes may be used if soap and running water are not available).

## How do I clean surfaces that have blood and body fluids on them?

1. WEAR DISPOSABLE GLOVES.
2. Wash the area with soap and water, and dry the area.
3. Disinfect the surface with a solution of one tablespoon of bleach in one gallon of water, or you can use a hospital-strength disinfectant (i.e., Lysol, Cavicide, or NABC). Allow the area to remain wet for at least 3 minutes, before drying. Consult the container label for differences in recommendations due to product strength.
4. Use disposable cleaning materials if possible, such as paper towels instead of cloth.
5. Dispose of cleaning materials and gloves in a sealed plastic bag.
6. Wash hands with soap and running water (disinfectant waterless hand cleaners or towelettes may be used if soap and running water are not available).

*This fact sheet is for information only and is not meant to be used for self-diagnosis or as a substitute for consultation with a health care provider. For more information call your health care provider or call Washtenaw County Public Health at 734-544-6700.*



**Knox Presbyterian Church  
Accident/Injury Report Form**

Name of Person Injured \_\_\_\_\_ Date and time of Accident or Injury \_\_\_\_\_

Location of Accident or Injury \_\_\_\_\_

Witnesses of Accident or Injury \_\_\_\_\_

Explanation of Accident or Injury  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of Treatment or Response  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person reporting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian  
(Acknowledging receipt of report)

\_\_\_\_\_  
Date

---

**Knox Presbyterian Church  
Accident/Injury Report Form**

Name of Person Injured \_\_\_\_\_ Date and time of Accident or Injury \_\_\_\_\_

Location of Accident or Injury \_\_\_\_\_

Witnesses of Accident or Injury \_\_\_\_\_

Explanation of Accident or Injury  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of Treatment or Response  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person reporting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian  
(Acknowledging receipt of report)

\_\_\_\_\_  
Date

## Knox Presbyterian Church Policy on

### KIDS AND BITING

Unfortunately, it's pretty common for young children to bite. Biting can be an expression of frustration, anger or need for control. Whatever its cause, a biter needs to know it is not allowed and biting causes pain. As soon as you see a child bite another, hold the biter; look directly into his/her face and say firmly but kindly, "**Biting is not allowed. Biting hurts.**" Do not become overly emotional. We don't want the biter to learn that biting creates excitement and gains a child dramatic attention. **Immediately turn your attention to the victim.** Lavish attention and concern on the victim. Let the biter see you giving positive attention to the victim. Then take the victim to the rest room and wash out the wound with soap and water. Continue to soothe and comfort the child until s/he is completely consoled. If a child can't be consoled within a reasonable amount of time, locate the child's parent.

After the biting incident make sure to "catch the child being good." Engage him or her in play and conversation and **praise the biter for appropriate ways of behaving.** Be warm and friendly. **Monitor the child's behavior closely,** because the biting may reoccur. If the child attempts to bite another child but is unsuccessful, repeat the statements above and remove the child from the area for a time. Use this time for instruction. "Our mouths are for talking and eating, not for biting." If a child manages to bite again during the same time period, locate the child's parent and ask them to stay with the child.

**It is essential that parents of the biter and the victim be advised promptly of the incident.** If the staff will be changing and the person who dealt with the situation is not available, please leave a note for the parent with a phone number so they can call for details, if needed.

Parents should be advised that **if the skin is broken, the child's doctor should be notified promptly.**

Responding swiftly, calmly and consistently to a biting incident increases the likelihood the child will move through this stage quickly.



## DEFINITIONS & INDICATORS OF SEXUAL ABUSE

**Child/minor:** under 18 years of age

**Perpetrator:** anyone. (i.e., stranger, acquaintance, caregiver).

Note: 80% of child abuse occurs by someone known and trusted by the victim. Most abuse takes place within the context of an ongoing relationship. The usual offender is between ages of 20-30 years and is often married with children. Often an abuser is a respected member of a church that is a "concerned" adult.

**Child abuse:** action or inaction resulting in 'serious mental harm' or any physical injury; action that is cruel or action likely to cause serious physical injury or 'serious mental harm' whether or not resulting in harm/physical injury. MCL 750.136b. (Michigan Criminal Law)

'Inaction' is the omission causing harm/injury. MCL 750.136b

'Action' is one of the following: knowing/intentional act that causes . . .

reckless act that causes . . . MCL 750.136b

'Cruel' is "brutal, inhuman, sadistic, or that which torments." MCL 750.136b(1)(b)

**Criminal sexual conduct:** violent/non-violent sexual contact and/or sexual penetration upon a child. A minor less than 16 years of age cannot legally consent to sexual activity. MCL 750.520 et seq.

**Sexual contact:** intentional touching of child's intimate clothed/unclothed parts or forcing the child to touch the perpetrator's intimate clothed/unclothed parts for sexual arousal/gratification/purpose/manner. MCL 750.520a(l)

**Sexual penetration:** sexual intercourse, oral-genital sexual contact, anal penetration, and any other intrusion into a person's body.  
MCL 750.520a(m)

**Other abuse:** pornography, exposing minors to sexual materials/activity, exhibitionism

### Examples of Abuse Indicators:

- |                    |  |
|--------------------|--|
| <b>Physical-</b>   | Bruises, lacerations<br>Irritation, pain, or injury to genital area<br>Difficulty with urination, yeast infections<br>Discomfort when sitting<br>Torn or bloody underclothing<br>Burns, broken bones<br>Extreme or sudden weight gain  |
| <b>Behavioral-</b> | Withdrawal, chronic depression<br>Anxiety regarding activities involving the perpetrator<br>Nightmares<br>Nervous or hostile behavior towards adults<br>Sexual self-consciousness<br>'acting out'—either sexually or physically aggressive<br>lack of emotional control, hysteria<br>Seductive or promiscuous behavior |

**Verbal-** 'I don't like X . . . .'  
'X does things or says things to me when we are alone'  
'I don't like to be alone with . . . .'  
'X fooled around with me'

Most of the lawsuits filed against churches and pastors for child sexual abuse have alleged that the church was legally accountable either on the basis of negligent hiring or negligent supervision.

(taken from the *Michigan Criminal Law and The Department of Human Services @ Michigan.gov/dhs/0,1607,7-124-5452\_7119\_7193-15254--00.html*)

## **RESPONDING TO A CHILD'S REPORT OF ABUSE**

- Take the child seriously when he/she tells the story
- Do not appear frightened or disgusted by the child's story, since this may cause the child to stop talking or to believe you are upset with the child.
- Do not offer any judgment on whether the child he/she has been abused or not. Do not try to convince the child that the story isn't true or that it did not happen the way the child reports it did. Avoid judgmental statements such as, "I think you just had a bad dream."
- Do not make promises to the child that you will not tell anyone what has been shared with you.
- Remind the child that whatever happened was not his/her fault.
- Remind the child that it was a good decision to tell someone what happened to him/her.
- Tell the child that you want to find help so the incident can be prevented from happening again.
- Do not offer a child a reward for telling the story or promise a gift if the child tells another adult.
- Reassure the child that he/she does not deserve to be hurt by anyone.
- Do not frighten the child by talking about police involvement or medical examinations to verify the complaint; instead, share with the child that other people need to know about what happened, and they will talk to the child later.
- Do not ask the child to show you any bruises that are beneath the child's underwear or clothing; only observe those bruises that are accessible. In some communities, removing a child's clothing even to confirm a report of abuse is a violation of the law.
- Do not investigate the child's story; rather, listen to the story and take notes immediately afterwards while it is still fresh in your memory.
- Do not initiate any discussions about the allegations. Should the child bring up the topic, simply listen and reassure the child that they are not at fault.
- Document as many of the child's verbatim statements as possible.
- Report all conversations related to the alleged abuse to the Children's Ministry Director, Youth Pastor, or Senior Pastor.
- In the weeks subsequent to the disclosure offer emotional support to the child, reminding the child that you care about him/her.



# **KNOX PRESBYTERIAN CHURCH TRANSPORTATION SAFETY PROCEDURES**

*Knox Presbyterian Church owns one 15-passenger van and one mini-bus. These vehicles are available for **Knox events only**. Before events are scheduled, availability of church transportation must be checked with the Administrative Assistant for Youth Ministry (734-761-5669 x.207 or youthdesk@knoxannarbor.org)*

## **I. Driver Qualifications**

- Must be at least 21 years old. (No exceptions);
- Complete Criminal / Driver History Check Authorization, (copy attached).

## **II. Driver Responsibilities**

1. Explain vehicle rules to passengers:
  - Seat belts required;
  - Remain seated during travel;
  - Do not throw anything out of windows;
  - Do not lean out of windows, (no arms, etc. out of windows);
  - Use trash bags in vehicle;
  - Doors must be locked during travel;
  - When the vehicle stops, passengers should remain seated until the driver gives verbal permission to exit the vehicle.
2. When transporting children in the elementary program or younger, an adult supervisor at least 21 years old (other than the driver) must be present in the vehicle.
3. Take a complete count of each person in your vehicle, including yourself, before starting a trip. You will need to make a recheck count before leaving each stop during the trip.
4. Driving will be in standard caravan style:
  - Single file line;
  - Headlights on;
  - Traveling the speed limit;
  - Keep the vehicle directly behind you in view at all times. We only travel as fast as the last vehicle in the caravan.
5. In case of emergency, call the lead van immediately. If you cannot reach via cell phone, flash your high beams at van in front of you. Pull over, when safe, to the right. Do not allow anyone to leave vehicle unless vehicle is unsafe.
6. In case of emergency or if you get lost, stay in one location and call your designated contact number (please prearrange with your group before leaving who the designated contact will be).
7. Each vehicle also has current registration and proof of insurance. In the van, these are kept in the carry pouch attached to the driver's side overhead visor; in the bus they are in the overhead storage compartment at the front.