



Children's Ministry

Child Protection & Safety Training

Purpose of This Training

The purpose of this training is to help every Children's Ministry Assistant, teacher, volunteer, and leader understand and follow the child protection and safety procedures of Iglesia de Amor.

Children's Ministry is not simply childcare. It is discipleship. Every child must be loved, protected, respected, supervised, and disciplined in a safe, Christ-centered environment.

This training is based on the Iglesia de Amor Children's Ministry Manual and the onboarding materials, including child protection, safety, check-in/check-out, classroom supervision, restroom procedures, emergency procedures, incident reporting, confidentiality, appropriate touch, photography/media safety, and ministry conduct.

Training Objectives

By the end of this training, each worker should be able to:

1. Explain why child protection is a spiritual and ministry responsibility.
 2. Follow all check-in and check-out procedures.
 3. Understand and follow the two-adult rule whenever possible.
 4. Maintain appropriate supervision and boundaries with children.
 5. Understand appropriate and inappropriate touch.
 6. Follow restroom and classroom safety procedures.
 7. Respond properly to injuries, illness, emergencies, and missing children.
 8. Report suspected abuse, safety concerns, incidents, and policy violations immediately.
 9. Protect confidentiality regarding children, families, and ministry matters.
 10. Model Christlike conduct while serving.
 11. Understand that safety procedures must be followed every time, without exception.
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Part 1: Why Child Protection Matters

The Children's Ministry of Iglesia de Amor is committed to providing a safe, secure, loving, and Christ-centered environment where every child is protected physically, emotionally, spiritually, and relationally.

Children are entrusted to our care by their parents and guardians. This trust must be treated as sacred. Protecting children is not only a policy; it is a biblical responsibility.

Every worker shares responsibility for creating a culture of:

- Safety
- Accountability
- Transparency
- Biblical integrity
- Respect
- Consistency
- Protection
- Christlike love

The safety and well-being of children will always take priority over convenience, personal preference, or rushing through ministry tasks.

Key Principle

A safe ministry is a faithful ministry.

When we follow safety procedures, we protect children, families, workers, assistants, teachers, and the testimony of the church.

Part 2: Who Must Follow These Policies

These policies apply to every person serving in Children's Ministry, including:

- Children's Ministry Leader
- Lead Teachers
- Children's Ministry Assistants
- Volunteers
- Student Helpers
- Substitute workers
- Special event workers
- Any approved adult helping with children

Every worker is expected to read, understand, and comply with the Children's Ministry Manual before serving.

Questions about any policy should be directed to the Children's Ministry Leader, Executive Pastor, or designated church leadership before serving.

Part 3: Screening, Onboarding, and Agreement Requirement

Before serving independently, each Children's Ministry worker must complete the required onboarding process.

This may include:

- Ministry application
- Interview
- Background check authorization
- Background screening for adults
- Reference check, if requested
- Orientation
- Safety training
- Review of the Children's Ministry Manual
- Completion of the Child Protection & Safety Training
- Signing the **Children's Ministry Expectations and Agreement**
- Approval by ministry leadership

The **Children's Ministry Expectations and Agreement** combines the required ministry agreements into one document. By signing it, the worker agrees to follow all expectations, child protection policies, safety procedures, confidentiality requirements, media guidelines, classroom procedures, emergency procedures, training requirements, wage structure, and ministry conduct standards of Iglesia de Amor Children's Ministry.

Important Rule

A person may be kind, gifted, and willing to help, but they still may not serve independently with children until the proper onboarding process has been completed and approved.

Part 4: General Child Protection Rules

Every Children's Ministry worker must follow these core child protection rules:

1. Treat every child with dignity and respect.
2. Never use corporal punishment.
3. Never use harsh correction, humiliation, threats, intimidation, or shaming.
4. Avoid being alone with a child in a secluded area whenever reasonably possible.
5. Follow the two-adult rule whenever possible.
6. Maintain appropriate physical, emotional, and relational boundaries.

7. Use only appropriate touch.
8. Protect child privacy.
9. Follow restroom and bathroom assistance procedures.
10. Follow check-in and check-out procedures.
11. Report suspected abuse immediately according to church policy and applicable law.
12. Report injuries, incidents, unusual events, safety concerns, or policy violations immediately.
13. Maintain confidentiality regarding children, families, and safety matters.

Key Principle

Never ignore a safety concern. Report it.

Part 5: The Two-Adult Rule

Whenever reasonably possible, at least two approved adults should be present during every Children's Ministry activity.

The two-adult rule exists to:

- Protect children.
- Protect workers and assistants.
- Promote accountability.
- Reduce opportunities for abuse or misconduct.
- Prevent false accusations.
- Maintain transparency in the classroom.

What This Means Practically

Children's Ministry workers should avoid being alone with a child in a private or secluded area. When only one adult is present temporarily, the classroom should remain visible, accessible, and observable by ministry leadership.

If You Find Yourself Alone With a Child

If a situation occurs where you are temporarily alone with a child:

1. Stay in a visible area.
2. Keep doors open or visibility clear when possible.
3. Notify another approved worker or leader as soon as possible.
4. Avoid private conversations in secluded areas.
5. Do not leave the rest of the class unsupervised.

6. Ask for assistance immediately.

Student Helpers

Student helpers may assist, but they do not count as one of the required supervising adults. They may not supervise children independently, escort children to the restroom alone, or be left alone with children.

Part 6: Classroom Access and Security

Access to Children's Ministry classrooms should be limited during ministry activities.

Approved classroom access may include:

- Children's Ministry Leader
- Executive Pastor
- Senior Pastor
- Assigned Lead Teachers
- Approved Children's Ministry Assistants
- Scheduled volunteers
- Parents or guardians when necessary
- Emergency personnel

Individuals who are not serving in Children's Ministry should not enter classrooms without permission from ministry leadership.

If an Unauthorized Person Tries to Enter

If an unknown or unauthorized person attempts to enter a classroom:

1. Stay calm and respectful.
 2. Politely ask if they need assistance.
 3. Do not leave children unattended.
 4. Notify the Children's Ministry Leader immediately.
 5. Request help from church leadership or security personnel if needed.
 6. Do not place yourself or the children in unnecessary danger.
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Part 7: Check-In Procedures

Every child should be checked in before entering the classroom.

The check-in process should include:

- Greeting each family warmly.
- Verifying the child's name.
- Recording attendance.
- Confirming emergency contact information when necessary.
- Identifying allergies, medical needs, or special instructions.
- Providing a name tag if used.
- Issuing a parent pickup tag, security number, or approved pickup method if used.

Children should never enter the classroom without being accounted for through the established check-in process.

Visitor Check-In

First-time families should receive a warm and organized welcome. Visitor information should be collected, including the child's name, parent or guardian name, contact information, allergies, medical concerns, and authorized pickup information.

Key Principle

Every child must be accounted for before entering the classroom.

Part 8: Check-Out and Child Release Procedures

Children may only be released to approved parents, guardians, or authorized adults.

Before releasing a child, the worker should:

1. Verify the identity of the adult.
2. Confirm that the adult is authorized to pick up the child.
3. Match the pickup tag, number, or approved security method if used.
4. Make sure the child leaves safely with the correct person.
5. Record early dismissal when appropriate.

If There Is a Concern During Pickup

Do not release a child if:

- The adult is not authorized.
- The adult cannot be verified.
- The pickup tag or security method does not match.
- The child appears afraid or uncomfortable.
- There is a custody or safety concern.
- You are unsure.

Instead:

1. Keep the child safely supervised.
2. Remain calm and respectful.
3. Notify the Children's Ministry Leader immediately.
4. Wait for ministry leadership to handle the situation.

Key Principle

When in doubt, do not release the child. Get leadership.

Part 9: Classroom Supervision

Children should remain under adult supervision at all times.

Workers should:

- Maintain awareness of every child.
- Count children during transitions.
- Position themselves where the whole room can be seen.
- Avoid unnecessary distractions.
- Keep classroom doors and visibility clear when possible.
- Prevent children from wandering unattended.
- Report missing children immediately.
- Maintain appropriate classroom ratios whenever possible.

Classroom Ratios

Whenever possible, the following supervision ratios should be used:

- Nursery: 1 adult for every 4 children

- Preschool: 1 adult for every 6 children
- Ages 5–7: 1 adult for every 8 children
- Ages 8–11: 1 adult for every 10 children
- Preteens: 1 adult for every 12 children

Additional workers should be assigned when classroom size, activities, behavior concerns, or individual needs require more supervision.

Key Principle

Supervision means active awareness, not just being in the room.

Part 10: Hallway Safety

Children should not wander hallways unattended.

During ministry activities:

- Hallways should remain orderly.
- Children should stay with approved workers.
- Workers should remain alert to hallway activity.
- Suspicious or unusual behavior should be reported immediately.
- Classroom doors should be monitored appropriately.
- Children leaving the classroom should be accompanied according to ministry procedures.

If a Child Leaves the Classroom Without Permission

1. Notify the Lead Teacher or Children's Ministry Leader immediately.
 2. Keep the other children supervised.
 3. Follow the child only if it can be done without leaving the class unsafe.
 4. Do not ignore the situation.
 5. Document the concern if needed.
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Part 11: Restroom and Bathroom Procedures

Children should be encouraged to use the restroom before class begins.

When restroom assistance is needed:

- Follow the Child Protection Policy.
- Protect the child's privacy and dignity.
- Maintain appropriate supervision.
- Avoid being isolated alone with a child.
- Notify another worker whenever restroom assistance is provided.
- Never place yourself in a situation that is private, hidden, or questionable.
- Student helpers may not take children to the restroom alone.

Practical Restroom Safety Rules

1. Use group restroom breaks when possible.
2. Two approved workers should be nearby whenever possible.
3. Stand outside the restroom or stall area when appropriate.
4. Provide verbal assistance rather than physical assistance when possible.
5. Do not enter a stall with a child unless there is an emergency and another approved worker is aware.
6. Protect the child's dignity at all times.
7. Report any unusual restroom concern to leadership.

Key Principle

Protect privacy while maintaining accountability.

Part 12: Behavior and Discipline

Discipline in Children's Ministry should always be positive, biblical, respectful, and age-appropriate.

Workers should use:

- Redirection
- Positive reinforcement
- Clear instructions
- Calm correction
- Encouragement
- Choices when appropriate
- Separation from an activity when needed for safety
- Leadership support when behavior becomes unsafe

Workers must never use:

- Corporal punishment

- Yelling in anger
- Threats
- Shame
- Humiliation
- Name-calling
- Rough handling
- Intimidation
- Sarcasm meant to embarrass
- Isolation in a private or hidden place

If Behavior Becomes Unsafe

If a child's behavior becomes unsafe:

1. Stay calm.
2. Protect the other children.
3. Ask for help from the Lead Teacher or Children's Ministry Leader.
4. Do not physically restrain a child unless immediate safety requires it.
5. Notify leadership and parents according to ministry procedure.
6. Complete a behavior concern or incident report if needed.

Key Principle

Correction should protect, teach, and restore—not shame or frighten.

Part 13: Appropriate Boundaries and Conduct

Every worker must maintain appropriate boundaries with children.

Appropriate conduct includes:

- Speaking respectfully.
- Using encouraging language.
- Listening patiently.
- Helping children participate safely.
- Keeping interactions visible and accountable.
- Respecting personal space.
- Treating every child equally and without favoritism.

Workers should avoid:

- Private secluded conversations.

- Secrets with children.
- Favoritism.
- Inappropriate jokes.
- Harsh teasing.
- Physical roughness.
- Unapproved gifts.
- Personal social media interaction with children.
- Any behavior that could be misunderstood or create concern.

Key Principle

Healthy ministry is loving, visible, respectful, and accountable.

Part 14: Appropriate and Inappropriate Touch

Children's Ministry workers must use wisdom, accountability, and Christlike care in all physical contact with children. Touch should always be appropriate, brief, public, and connected to the child's care, safety, comfort, or participation in ministry.

Appropriate touch may include:

- A side hug
- A high-five
- A fist bump
- A brief pat on the shoulder or upper back
- Holding a young child's hand for safety while walking
- Helping a child stand up after a fall
- Comforting a distressed child in a visible and appropriate way
- Assisting only as necessary for safety, injury, or approved restroom procedures

Inappropriate touch includes, but is not limited to:

- Touching private areas
- Kissing a child
- Sitting a child on an adult's lap, especially older children
- Extended or hidden hugging
- Wrestling, tickling, or rough play
- Massages or back rubs
- Carrying children unnecessarily
- Any touch done in secret or away from visibility
- Any touch that makes a child uncomfortable
- Any touch that could reasonably be misunderstood

Workers should never force physical affection. If a child does not want a hug, high-five, or other contact, the worker must respect the child's boundaries.

When comforting a child, workers should remain visible to other adults and use the least amount of physical contact necessary. If a child seeks extended physical comfort, the worker should redirect gently and involve another approved adult or ministry leader when needed.

Student helpers must follow the same appropriate-touch guidelines and may not provide restroom assistance, carry children, or be placed in situations involving private care.

Key Principle

Appropriate touch is safe, brief, visible, respectful, and never secret.

Part 15: Illness and Medication Safety

Children who show contagious symptoms should not be admitted into the classroom.

Possible concerns include:

- Fever
- Vomiting
- Diarrhea
- Unexplained rash
- Persistent coughing
- Eye drainage
- Symptoms of contagious illness
- Any condition that may put other children at risk

Medication should only be administered according to church policy.

Workers should not independently give medication unless the church has approved the process and proper parent authorization has been completed.

If a Child Becomes Sick During Class

1. Keep the child comfortable and supervised.
2. Notify the Lead Teacher or Children's Ministry Leader.
3. Contact the parent or guardian according to church procedure.
4. Keep the child away from other children if needed.
5. Document the illness if required.

Part 16: Injury and Incident Reporting

Any injury, illness, behavior concern, unusual event, security concern, or policy violation should be reported promptly.

Examples include:

- Falls
- Cuts
- Bruises
- Head injuries
- Bites
- Allergic reactions
- Illness
- Behavior concerns
- Missing child concern
- Unauthorized pickup attempt
- Suspicious person
- Parent concern
- Restroom concern
- Safety concern
- Policy violation
- Any unusual or concerning event

What to Do After an Incident

1. Make sure the child is safe.
2. Notify the Lead Teacher or Children's Ministry Leader.
3. Contact parents or guardians according to procedure.
4. Complete the proper incident report.
5. Share only necessary information with authorized leadership.
6. Do not discuss the incident publicly.

Key Principle

If it happened, report it. If it could affect safety, document it.

Part 17: Mandatory Reporting and Suspected Abuse

Iglesia de Amor will comply with applicable Oklahoma laws regarding the reporting of suspected child abuse or neglect.

Any ministry worker who becomes aware of suspected abuse should immediately notify ministry leadership. Church leadership will ensure required reports are made to the appropriate authorities as required by law.

Workers should not:

- Investigate allegations independently.
- Question a child beyond what is necessary for immediate safety.
- Promise secrecy.
- Discuss the concern with unauthorized people.
- Delay reporting to leadership.

What to Do If a Child Says Something Concerning

1. Stay calm.
2. Listen carefully.
3. Do not show shock or anger.
4. Do not ask leading or detailed investigative questions.
5. Reassure the child that they did the right thing by telling.
6. Do not promise to keep it secret.
7. Notify the Children's Ministry Leader, Executive Pastor, or Senior Pastor immediately.
8. Follow church reporting procedures.

Key Principle

Report immediately. Do not investigate.

Part 18: Confidentiality

Information involving children, families, incidents, or safety concerns must remain confidential.

Workers must not:

- Discuss incidents publicly.

- Share confidential information with unauthorized people.
- Gossip about children or families.
- Post confidential information online.
- Share details about a child's behavior, medical needs, family situation, or safety concern with people who do not have a ministry or legal need to know.
- Share photos, videos, names, or identifying information without approval.

Confidential information should only be shared with those who have a legitimate ministry or legal need to know.

Any violation of confidentiality may result in correction, additional training, suspension from ministry duties, or removal from Children's Ministry.

Key Principle

Protecting information is part of protecting children.

Part 19: Photography, Video, and Media Safety

Children's photos and videos must be handled carefully.

Workers may not:

- Take photos or videos of children without ministry leadership approval.
- Post photos or videos of children on personal social media.
- Share photos or videos of children through personal messages or private groups without approval.
- Use a child's name, private information, family information, or safety details in public posts.
- Photograph or record sensitive situations, discipline matters, injuries, restroom assistance, check-in/check-out details, or private conversations.

All media use must protect the safety, privacy, and dignity of children and families.

Key Principle

Never post or share a child's image or information without approval.

Part 20: Emergency Procedures

Every worker should know emergency procedures before serving.

Emergency situations may include:

- Fire
- Tornado or severe weather
- Medical emergency
- Security concern
- Missing child
- Active threat
- Gas leak
- Utility failure
- Hazardous material concern
- Building safety concern

Workers should know:

- Evacuation routes
- Shelter locations
- Who to notify
- Where attendance records are kept
- How to keep children together
- How to communicate calmly
- When to call 911
- How to document the incident afterward

General Emergency Response

In any emergency:

1. Stay calm.
 2. Keep children supervised.
 3. Follow the Lead Teacher or Children's Ministry Leader.
 4. Take attendance records if safely possible.
 5. Count children frequently.
 6. Move children according to the emergency plan.
 7. Do not release children unless authorized.
 8. Await instructions from church leadership or emergency personnel.
 9. Complete documentation afterward.
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Part 21: Fire and Evacuation Procedures

Evacuation may be needed for fire, gas leak, structural damage, hazardous materials, security concerns, or utility emergencies.

During an evacuation:

- Walk; do not run.
- Keep children together.
- Use designated evacuation routes.
- Perform frequent head counts.
- Bring attendance records if safely possible.
- Proceed to the designated assembly area.
- Wait for further instructions.
- Do not release children directly from the evacuation area unless authorized by church leadership and released to an authorized parent or guardian.

Key Principle

Keep the group together and keep counting.

Part 22: Tornado and Shelter-in-Place Procedures

Some emergencies require children and workers to stay inside the building.

Examples include:

- Severe weather
- Tornado warning
- Hazardous material incident
- Law enforcement activity nearby
- Community emergency

During shelter-in-place:

- Keep children inside assigned classrooms or designated shelter areas.
- Secure classroom doors if instructed.
- Continue supervising children.
- Keep children calm with quiet activities, prayer, or calm conversation.
- Wait for instructions from church leadership.
- Do not release children until leadership gives direction.

Key Principle

Calm leadership helps children feel safe.

Part 23: Medical Emergencies

If a child has a medical emergency:

1. Stay calm.
2. Notify the Lead Teacher or Children's Ministry Leader immediately.
3. Call 911 when appropriate.
4. Contact the parent or guardian according to church procedure.
5. Keep the child supervised and safe.
6. Do not move the child if movement could cause harm, unless the area is unsafe.
7. Keep other children calm and supervised.
8. Complete an injury or incident report.

Examples of medical concerns that may require urgent help include:

- Trouble breathing
 - Serious allergic reaction
 - Head injury
 - Seizure
 - Loss of consciousness
 - Severe bleeding
 - Severe pain
 - Suspected broken bone
 - Any condition that appears serious or life-threatening
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Part 24: Missing Child Procedures

If a child cannot be located, treat it as a priority.

Steps to follow:

1. Immediately notify the Children's Ministry Leader.
2. Keep all other children safely supervised.
3. Search assigned ministry areas.
4. Notify the Executive Pastor or Senior Pastor.
5. Inform the child's parent or guardian.

6. Contact emergency services if the child cannot be located promptly or if circumstances require additional help.
7. Complete documentation after the situation is resolved.

Key Principle

Never delay reporting a missing child.

Part 25: Active Threat or Serious Security Concern

If an active threat or serious security concern is identified:

1. Immediately notify 911 if safe to do so.
2. Follow the church's emergency security plan.
3. Follow instructions from church leadership or law enforcement.
4. Secure children in the safest available location.
5. Remain quiet.
6. Silence cell phones whenever possible.
7. Do not open classroom doors unless instructed by law enforcement or authorized church leadership.
8. Remain sheltered until an official "all clear" has been given.

Children should remain with their classroom leader unless directed otherwise by emergency responders.

Part 26: Communication During Emergencies

During emergencies:

- One designated leader should communicate with parents whenever possible.
- Workers should avoid sharing unverified information.
- Media inquiries should be referred to the Senior Pastor or designated church spokesperson.
- Confidential information should never be shared publicly.
- Workers should not post about emergencies on social media.

Key Principle

In an emergency, communicate through leadership—not rumors, texts, or social media.

Part 27: Safety Concerns and Policy Violations

Safety concerns should be reported immediately.

Examples include:

- Unsafe classroom condition
- Broken equipment
- Facility maintenance concern
- Lack of supervision
- Policy violation
- Security concern
- Suspicious person
- Parent concern requiring leadership involvement
- Repeated behavior issue
- Restroom safety concern
- Child protection concern
- Confidentiality concern

Leadership may respond with:

- Informal coaching
- Additional training
- Verbal correction
- Written documentation
- Temporary reassignment
- Temporary suspension from ministry duties
- Permanent removal from Children's Ministry if necessary

The goal of correction is restoration whenever possible while protecting children and maintaining the integrity of the ministry.

Part 28: Worker Code of Conduct

Every worker agrees to:

- Arrive prepared and on time.
- Support church leadership.
- Model Christlike behavior.
- Maintain confidentiality.
- Use positive, biblical discipline.
- Serve children with patience and love.
- Follow ministry policies.
- Represent Iglesia de Amor with excellence.
- Participate in required training.
- Continue growing spiritually.
- Protect church property.
- Accept responsibility for mistakes.
- Seek continual growth.

Failure to follow the Code of Conduct may result in coaching, additional training, written documentation, temporary removal, or permanent removal when necessary.