



# POLICY MANUAL

Bridge Kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation.

UPDATED 10/13/2025



## VOLUNTEER REQUIREMENTS

All Bridge Kids volunteers should meet and maintain the following requirements:

- Complete a Team Application with background check authorization.
- Attend church services regularly, both prior to and while serving.
- Meet with the Children's Pastor or Ministry Coordinator to discuss expectations.
- Support the philosophy of ministry and beliefs of Bridge Church.
- Represent Christ and our church by refraining from behaviors which may cause Christ to grieve and others to stumble such as swearing, alcohol, or tobacco use while serving. This also includes public support of LGBTQ+ and sex outside marriage, which God's Word and Bridge Church neither celebrate nor condone.
- Bridge Kids volunteers should read through the material to become an Untrafficked Guardian at [Untrafficked.org](http://Untrafficked.org).
- Read and comply with this manual and turn in a signed copy of the back page.

## VOLUNTEER EXPECTATIONS

Each area gives expectations in initial meetings with appropriate Ministry Coordinators. These are general expectations that apply to everyone.

- Arrive at least 15 minutes before activities begin unless earlier time is required.
- Stay the entire service or shift.
- Be prepared for anything required of you prior to arriving.
- Communicate to Team Captain/Coordinator when late, absent, or with questions
- Avoid using phones while serving. We exist to connect people with others and with God. Electronics disconnect us.
- Dress modestly to ensure a safe, distraction-free environment. Clothing should provide full coverage of cleavage, bellies, and waistlines in any physical positions your ministry requires.

## CHILD SAFETY POLICIES

THE TWO DEEP RULE:

**When a child is present: There should always be at least two adults or volunteers present. Our goal is that no volunteer should ever be alone with a child. There should be at least two adults or volunteers within sight of each other. Don't be alone with children or allow others to be alone with children. This includes in vehicles & church-related events off campus. This is our number one safety and security practice.**

The "Two-Deep Rule" protects children & adults, providing accountability for all instances & accusations that may arise. In the event that a room only has one teacher, find other screened & approved volunteer to help. If unavailable, ensure the door or window remains open to view providing easy access for others to observe the room.

#### CHECK IN SYSTEM:

When a guardian checks in a child, two tags print: child's name tag & pick up tag. Children may not check themselves in because a guardian must take the pick up tag that is required to check out the child. After check in, the guardians may give the pick up tag or a photo of the pick up tag to anyone they authorize to pick up their child.

Each family receives a new number each week. The adult or authorized representative must present a pick up tag or photo of the tag with a matching number to the child's name tag before we can release the child.

If we need to reach a guardian, first use the check in computer to look up that child's phone number and text or call the child's emergency contact. If there is no response from the mobile contact on file, use radios to get the child's call number displayed on the sanctuary screen (See below). If there is still no response, you may look for the guardian or send a representative to search for them.

In the event that a guardian cannot present a matching pick up tag:

- Politely ask the guardian to find the missing tag in order to pick up the child.
- If the tag still cannot be found, first verify with the child that they know and trust the individual trying to pick them up.
- After confirming that the child knows the person, ask to see a photo ID.
- If no photo ID is present, notify the Safety Team and they will determine if we should call the police to confirm that this person is authorized to take this child. Unauthorized people DO attempt to take children this way. Be careful.
- Constantly thank the guardian for their patience and try to help them understand why we enforce this policy.

#### RADIO SYSTEM:

A radio or Safety Team member with a radio is positioned in or near Elementary, Preschool, and Nursery before children arrive. **All radios use Channel 4** and are kept with a Team Member or placed in an accessible place turned up loud enough to hear.

- If Bridge Kids needs to reach a guardian who does not respond to a text or call, use a radio to tell the person operating slides the room and child's call number. Slides person repeats the room and number to confirm it and displays it on the sanctuary screen.
- If Bridge Kids needs to notify Safety Team of an emergency, they use a radio to communicate the situation to Safety Team.
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## RESTROOM PROCEDURE: REMEMBER "TWO-DEEP RULE"

- Always keep restroom or stall doors open when helping a child. Never be alone.
- Take children to the restroom in groups as often as possible, not as individuals.
- All children should be accompanied to the restroom area.
- Verify there are no adults or teens in the restrooms or wait until all adults or teens are out of the restroom before allowing kids inside.
- Wait outside in the hallway while children are in the restroom. If a problem arises, or a child needs help, a volunteer may go into the restroom to assist only if accompanied by another adult.
- If an adult or teen attempts to enter the bathroom, politely ask them to wait until the kids are finished.

## RESTROOM PROCEDURE FOR A CHILD WITH SPECIAL NEEDS:

If it is necessary to change a special needs child in our care or assist them in the bathroom, call the guardian. We don't change diapers outside of the nursery.

## INCIDENT REPORTS

If anything harmful happens to anyone we need to have records on file describing what happened and what action was taken in response. This allows us to show due diligence to law enforcement and to recognize repetitious offenses and respond appropriately.

### Incident Report:

Incident reports are generally for bigger events that involve injury, violence, or extremely offensive behavior. You may use your best judgment as to whether an event qualifies, but when in doubt, fill out an incident report located at any check in desk.

Some examples of situations that would apply:

- Blood is present.
- One child injures another.
- A volunteer is suspected or said to have hurt or abused a child.
- A child is being extremely verbally abusive.
- Someone shows convincing signs of possible abuse.
- Someone is caught with sexually explicit material.
- Whatever would be upsetting if repeated. (i.e. stealing, hitting, vandalism, etc.)
- Exceptions apply to special needs children. (See Bridge Kids Buddies manual.)

#### MEDICAL PROCEDURES (MINOR AND SEVERE):

While children are in our care and there is a minor injury, there are first aid kits in all check in desks and the kitchen. For minor injuries, wait until after church activities and inform the guardians of all children involved.

We are not authorized to dispense any over the counter or prescription medications.

If there is a serious injury involving unconsciousness, broken bones, convulsions, fainting, or other serious bodily injury please follow these steps:

- Keep self and children calm.
- Do not move the injured child and do not leave them alone. Wear gloves if body fluids are evident - i.e. Blood, urine, etc. (Gloves can be found in first aid kits).
- Have someone page the Safety Team via the radios (Channel 4).
- Medical Team Member will determine if 911 should be called. If they are not available, you may call 911.
- The Children's Pastor and/or Ministry Coordinator will locate the guardians and bring them to the child.
- Volunteers involved in the emergency should fill out an Incident Report of what happened immediately following the emergency. Incident Reports can be found at any check in desk.

#### HEALTH CONCERNS:

- To ensure everyone's health, we cannot admit sick children to our rooms. Please ask guardians to keep the child with them if any of these symptoms are present:
  - Fever, diarrhea, or vomiting within the past 24 hours
  - Green, runny nose
  - Watery or matted eyes
  - Contagious or unknown skin rash
  - Consistent coughing or sneezing
  - Lice within the past 7 days
  - Any other signs of illness or contagious conditions
- Allergies: Please note allergies listed on the allergy sticker and/or name tag, especially when serving snacks.
- Upon entering a room, take a minute to check for any potential hazards such as exposed outlets, adult scissors, paper clips on the floor, choking hazards, etc.
- No medications can be administered in any children's area. Guardians, children, or adults should be removed from the area if medication is needed (Exception: asthma inhalers or epi-pens).

## CHILD ABUSE PREVENTION POLICIES:

Violators of these rules may be dismissed from serving and/or reported to authorities.

### The Two-Deep Rule:

To repeat, there should always be two adults or volunteers present within sight of each other anywhere children are present. Don't be alone with children or allow others to be alone with children. This includes in vehicles and church-related events off campus.

### Untrafficked Guardians:

Volunteers should read through the material to become a Guardian at [Untrafficked.org](http://Untrafficked.org).

### Physical Contact:

- Physical discipline such as grabbing, pushing, or hitting is not allowed.
- Side hugs, pats on the back or shoulders, high fives and other forms of appropriate touch are healthy and are generally suitable in most settings.
- Inappropriate touching includes the legs, pelvis, buttocks, chest, and mouth for both the child and the adult.
- Kissing is not permitted.
- Do not allow preschool or elementary children to sit on your lap. (Holding babies in the nursery is permitted.)
- Protect children from inappropriate or unwanted touch by other adults or kids.
- **Any suspicious or inappropriate behavior or suspected abuse by staff or volunteers should be reported immediately to the Children's Pastor and/or Ministry Coordinator.**
- Exceptions apply to special needs children. (See Bridge Kids Buddies manual.)

### Nursery, Diapers, and Restrooms:

Males are not allowed to change diapers or assist infants or toddlers in the restroom (Unless a blood relative). If children need diaper changing or help in the restroom, only women should perform this duty. Remember to maintain the two-deep rule and/or public, viewable access to activities while helping a child. (i.e. bring in another female volunteer, leave the door open, etc.) For preschool and elementary, refer to restroom procedures on page 3.

### Sexually-Oriented Conversations:

Staff and volunteers cannot engage in any sexually-oriented conversations with children or discuss explicit information about their own relationships, dating, or sexual activities with children. Counseling or teaching on sexual topics are only acceptable if another approved adult is present and it is part of the approved curriculum. Joking, casual comments, or references to anything implying attraction, sexual topics, or the human body can be misinterpreted and should be avoided.

**Sexually-Oriented Materials:**

Staff and volunteers of Bridge Church are prohibited from possessing sexually-oriented materials (Devices, images, videos, etc.) on the property or in the presence of children.

**Electronic Communication:**

Phonecalls, texts, email, video chats, social media, etc. should be used with GREAT caution and in FULL KNOWLEDGE of the guardians. Use above conversations policy as a guideline.

**SUSPECTED CHILD ABUSE OR NEGLECT PROCEDURE:**

Any staff or volunteer that suspects child abuse or neglect should report those suspicions and turn in an Incident Report to the Children’s Pastor and/or Ministry Coordinator as soon as possible.

The Children’s Pastor/Executive Administrator will determine whether enough evidence exists to warrant reporting to state officials. No one other than the Children’s Pastor/Executive Administrator should conduct any other investigation or make an official report to state officials on the church’s behalf.

The Children’s Pastor/Executive Administrator should notify the guardians to ensure that they know about it in case we noticed something the guardian was unaware of.

**WORKER-TO-CHILD RATIOS:**

To provide adequate staff and volunteer supervision in all programs the following worker-to-child ratios should be observed:

<b>Program</b>	<b>Workers</b>	<b>Children</b>
Birth - 23 Months	1	4
24 Months – 3 Years	1	10
3 Years – Pre-K	1	10
Kindergarten – 5th Grade	1	15

NOTE: If there is a mix of ages, the ratio of the youngest child present should be used. There should also be at least two workers in each room for the “Two-Deep Rule”.

If a room cannot fulfill the worker-to-child ratios, the class should not accept children above their capacity until additional screened and approved volunteers can be found.

#### EVACUATION (FIRE, HAZARDOUS MATERIALS, BOMB THREAT, ETC.):

- Keep self and children calm.
- Know the evacuation route for your area (Posted at door of each room).
- Before evacuating, count the children (Check the bathrooms before counting).
- Worship team helps nursery carry infants or put them in cribs to roll outside.
- Preschool/Nursery classes use walking ropes with handles located in the classroom bins to help kids travel out together.
- Evacuate to the area designated on your evacuation route chart. Do a head count before, during, and after evacuation. If possible, bring your area radio.
- Do not leave your children or re-enter the building until "all clear" is announced.
- Do not allow anyone to take a child from your care during the process of your evacuation. They may accompany you to the rally point. Release children only to their guardians. Guardians must have their child's pick up tag.

#### RELOCATION (TORNADO, HAZARDOUS WEATHER, ETC.)

- Keep self and children calm.
- Before relocating, count the children (Check the bathrooms before counting).
- Take children to basement and/or interior rooms away from windows and doors. If possible, bring your area radio.
- Don't leave your children or return to your room until "all clear" is announced.
- Remain calm. Talk with children or play a game to keep them distracted.
- Do not allow anyone to take a child from your care during the process of relocation. They may accompany you to the rally point. Release children only to their guardians. Guardians must have their child's pick up tag.

#### LOCKDOWN (THREATENING INTRUDER, OUTDOOR HAZARD, ETC.)

- All doors always stay locked and propped open so closing them also locks them.
- Safety Team will lock down all doors and entrances to Bridge Kids and inform Bridge Kids via radio (Channel 4).
- Volunteers close any remaining doors and lock them if not already locked.
- Cover and/or move away from windows and doors.
- Keep self and children calm.
- Keep children as quiet as possible.
- Don't leave your children or open your room until a Safety Team or Staff member announces the "all clear."
- Do not allow guardians to enter rooms during lockdown. Wait for an "all clear."

## BEFORE, BETWEEN, OR AFTER SCHEDULED ACTIVITIES

Evacuation, Relocation, or Lockdown procedures remain the same with these additions.

- All check in and check out stops. The children in our care remain in our care and the children not in our care remain with their guardians.
- All adults or family present in the room must remain together with the group. Staff and volunteers must communicate this verbally to the group.
- Watch that no one removes kids from our care during transitions but wait until we can match their tags or confirm their identity at the rally point or “all clear.”

## MISSING CHILD PROCEDURE:

In the event that a child is unaccounted for, the Safety Team will be primarily responsible for coordinating the search effort for the missing child.

### During church activities

- When a child is unaccounted for while a ministry activity is in progress, the responsible supervisor will contact the Safety Team via radio (Channel 4) to report the situation. The team will then establish an appropriate perimeter around the ministry activity and begin a systematic search for the missing child.
- If the child is not quickly located, the Ministry Coordinator, Children’s Pastor, or Safety Team will contact the guardians and apprise them of the situation.
- Search efforts will continue until the child is found or after 30 minutes when law enforcement is notified, and the authorities take over the search.

### During an evacuation, relocation, or lockdown

- When a child is unaccounted for at the designated rally point after an evacuation or lockdown has been initiated, the responsible supervisor will contact the Safety Team via radio (Channel 4) to report the situation. If radios are inaccessible, send an adult to search for a member of the Safety Team to use their radio. At no time will the supervisor leave the children in their care. The Safety Team will be responsible for the systematic search for the missing child.
- The Safety Team members will search all other rally points for the child before entering a potentially dangerous area, whether by re-entering an evacuated building or leaving a lockdown area. Team members will report the status of the search at least every five minutes to the supervisor to aid in determining when all persons have been accounted for.
- Search efforts will continue until the child is found or after 30 minutes when law enforcement is notified, and the authorities take over the search.

Thank you for helping us make Bridge Church a safe, secure, and healthy place for spiritual development and helping children pursue Jesus.

After reading this manual, please print and sign your name below and turn this back page into the Children's Pastor and/or Ministry Coordinator.

#### LEADERSHIP HONOR CODE

I recognize that I represent Jesus in my attitude and actions. In everything that I say and everything that I do, I want to live my life not conforming to the world's standards, but Scriptural standards. As Christ Followers, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ, but should exemplify the best qualities of a mature believer and Servant/Leader. "but set an example for the believers in speech, in conduct, in love, in faith and in purity." (1 Timothy 4:12) We believe that every leader needs to live by a higher standard and maintain a life of spiritual disciplines. They should refrain from any behaviors which might cause Christ to grieve and others to stumble. By providing an example in speech and action, we encourage others to grow in Christ and become Servants / Leaders themselves. This is a way of life is measured by the heart and commitment of each leader in the Bridge Church family. We should regard it as an essential part of our development, not as an imposition or restriction.

#### VOLUNTEER AGREEMENT

I have read this Bridge Kids Policy Manual and hereby agree to abide by its contents and guidelines while serving in any ministry of Bridge Church involving children.

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Print Name

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Sign Name

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Date