

## **2. POLICY & CHILD SAFETY VIDEO: I just want to be clear.**

7.50

**Hello.** Philip Hahn here again for the next training video. In our last video you learned **Bridge kids exists to see kidmin leaders called, equipped, growing, and mentoring for the effective discipleship of the next generation.** THIS video will help equip you with important policies, procedures, and expectations so you know how to protect the kids, yourself, and the church.

Although we'll discuss some of the important highlights, you are expected to read the complete Bridge Kids policy manual and turn in the signed back page to verify that you've read it and agree to it.

### **First, let's get straight to the practical expectations**

- **ATTEND CHURCH:** All leaders are expected to attend church. Your spiritual well-being is just as important as what you give to the kids. So enjoy your worship services.
- **REPRESENT CHRIST:** We also expect all leaders to honor Christ in your personal life. When you're serving, kids shouldn't see or hear swearing, alcohol, or tobacco. Outside church, this includes avoiding public support of LGBTQ+ and sex outside marriage, which God's Word neither celebrates nor condones. We want you to align your life with God's plan for you—both for the kids' sake and for yours.
- **15-30 MINUTES EARLY:** You need to be there 15-30 minutes early and stay the entire shift. Kids are there 15 minutes early and sometimes 15 minutes after, and leaders need to be there to watch them. So if your activity starts at 9, you're there at 8:30.
- **COME PREPARED:** We want you to come prepared. We try to get your assignments to you a week in advance so you can spend all week reading, practicing, praying, and improving your content. It makes for a smoother class and better-behaved kids. Please don't check your assignments the same day you serve.
- **DRESS MODESTLY:** It may seem silly, but please dress modestly when serving. We wouldn't want skin or clothing to distract families from seeking Jesus. So cover up those bellies and butt cracks to help keep the church a safe place for everybody.

### **Next let's summarize our safety policies**

- **Two-Deep Rule:** When a child is present: There should always be at least two adults or volunteers present. Don't be alone with children or allow others to be alone with children. This includes 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 everyone. In the event that a room only has one teacher, find other approved volunteers to help. If unavailable, ensure the door or window remains open to view providing easy access for others to observe the room.
- **Incident Reports.** If anything harmful happens like injury, violence, or signs of abuse, we need records describing what happened and what action was taken. Use

your best judgment, but when in doubt, fill out an incident report. They're at any check in desk.

- **Check In System:** When guardians check kids in, they get a pick up tag & name tag. The adult must show a pick-up tag with a matching number to the name-tag in order to pick up the child. Now, if they lost their pick up tag:
  - Politely ask the guardian to go find it. Don't let kids go without it.
  - If, after leaving to find it, the tag still is still lost, first verify with the child that they know and trust the adult trying to take them.
  - After confirming that the child knows that person, ask to see a photo ID.
  - If no photo ID is present, notify the Safety Team. They'll take it from there.Unauthorized people DO try taking kids this way. Please be firm but polite.
- **Reaching Guardians:** If we need to reach a guardian, first text or call the parents. Use the number on their nametag or use a check in computer to look up the number. 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. If there is still no response, you can send somebody to search.
- **Radio System:** A radio or Safety Team member with a radio is positioned in or near Elementary, Preschool, and Nursery. Keep them turned up so they can reach us and we can reach them.
- **Restrooms & Diapers:**
  - Accompany kids to the restroom in groups as often as possible and wait outside in the hall.
  - If problems arise, or kids needs help, remember the "Two-Deep Rule," bring another adult, and keep restroom and stall doors open. Never be alone.
  - In the nursery, males are not allowed to change diapers or assist infants or toddlers in the restroom (Unless they're a blood relative).

### **Lastly, let's summarize our emergency procedures**

- **Medical Procedures**
  - We do not accept sick kids into our care. Don't let them in.
  - For minor bumps and scratches, there are first aid kits in all check in desks and the kitchen. If it's minor, wait until after church to tell parents, then fill our your incident report.
  - For serious injuries, don't move the child. Have someone page the Safety Team by radio and the Medical Team will determine if 911 should be called. The coordinator will locate the parents. When the emergency passes, fill out an incident report.
- **Evacuation is for things like fires.**
- **Relocation is for things like tornadoes.**
- **Lockdown is for things like threatening intruders.**
  - In all these cases, do not let anyone pick up kids during transitions and lockdowns. Wait until you get to the rally points or until the lockdown has passed. And they still need a tag or photo ID to pick up their kids or we call the safety team.

- During emergencies, Count the kids before, during, and after traveling.
- If possible, take a radio.

**Let's review the expectations.**

- Attend church
- Represent Christ in your behavior and online
- Arrive 15-30 minutes early
- Come prepared
- Dress Modestly

**Then the safety policies**

- Two-Deep Rule: Never be alone with a child.
- Fill out incident reports
- Parents need pickup tags to pick up kids.
- To reach parents, text first, then call Safety Team.
- Walk kids to restrooms in groups
- Men don't change diapers

**Lastly, let's review emergencies**

- We don't take sick kids
- Minor injuries we tell parents after
- Big injuries we call the Safety Team and tell parents immediately.
- During emergency travel, don't let people pick up kids
- Keep counting the kids.
- Take a radio if you can.

Well, that's the vital stuff that deserves an extra spotlight, but remember, you still need to read the whole policy manual and turn in the signed back page. Thanks for listening.

### Quiz Questions:

1. When should you attend your own worship services?
  - a. On the rare occasion I'm not serving.
  - b. On months with a fifth Sunday.
  - c. I don't need to attend church because I watch it online.
  - d. Every week.
  
2. We open the doors and let kids in 15 minutes before activities begin, so what time should you arrive prepared to serve?
  - a. 15-30 minutes before activities begin.
  - b. Whenever your family allows you to get there.
  - c. It depends on whether the coordinator is watching.
  - d. Anytime is good.
  
3. If you are expected to come prepared, which of the following is a good example?
  - a. Read your assignment the same day you serve.
  - b. Don't show up. Don't call. Coordinators love stressful challenges.
  - c. Read your assignment 6 days beforehand, then pray about and improve it all week.
  - d. Use ChatGPT to teach the whole lesson for you.
  
4. What does the Two-Deep Rule mean for Team Members
  - a. You should never be alone with a child.
  - b. You should never allow someone else to be alone with a child.
  - c. If you're the only teacher, find another adult or make sure others can observe you.
  - d. All of the above.
  
5. If an adult you recognize tries to pick up a child without a matching tag, what should you do?
  - a. As long as you know them, you can let the child leave with them.
  - b. Politely ask them to go find the tag because even familiar adults need a tag.
  - c. Call the department of homeland security.
  - d. Freak out!