



SAFETY POLICIES & PROCEDURES

Menomonie Alliance Church
502 21st St. N
Menomonie, WI 54751

Karissa Jahnke

(763) 923 - 3476
kjahnke@machurch.net

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BUILDING SAFETY & SUPERVISION

Any time a child has been entrusted to Menomonie Alliance Kingdom Kids ministries staff members or servants, the church incurs responsibility for the safety and well-being of the child. **Staff members and servants must act to ensure the appropriate supervision and safety of children in their charge at all times.**

****Reference the Emergency Action Plan for severe weather, fire, or lockdown procedures.***

Every ministry servant is responsible for ensuring that the ministry area is monitored during programming serving children. This includes unobserved monitoring of staff members, servants and children. **No child will ever be left unattended in a ministry area or on a playground during regular programming, classes or activities.**

Only parents (dropping off children), screened ministry servants, church staff members, and children are allowed in areas where ministry to children is occurring. If questions or concerns arise related to any person in the area, a ministry supervisor should be notified immediately.

Kingdom Kids practices the Two Adult Rule, which requires a minimum of two adults 18+ to be maintained when supervising children. A married couple or two family members comprise one adult for purposes of compliance with the Two Adult Rule.

Avoid being alone with an individual child in any room or during any ministry program.

SERVANT EXPECTATIONS

Regarding conversations with adults and children alike, physical appearance, social media, and text messaging.

Verbal interactions between servants and children should be positive and uplifting. Servants should strive to keep conversations constructive and encouraging, being mindful of their mission to aid parents in the spiritual growth and development of their children.

Interactions with children and parents should never be observed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Servants are prohibited from engaging in any sexually oriented conversations with children or possessing any sexually oriented material on church property or in the presence of children.

Servants must dress in modest, comfortable attire that is suitable for serving with children.

Servants must maintain a high moral standard in social media presence. Please be cautious about the content of the posts on your personal social media accounts, that they contain appropriate content.

It is not permissible for servants to use ministry or personal accounts to direct message children.

Servants must be age 13 or older, have completed a Kingdom Kids application (and background check if over 18), and completed Kingdom Kids training.

CLASSROOM SAFETY & PARENTAL INVOLVEMENT

We want to provide an environment that demonstrates God's love, keeps teachers and children safe, and guides children to become more Christlike.

If a child is throwing, hitting, biting, running from the classroom or doing anything that is harmful to themselves or others, they should be given one warning. If they don't stop, the parents should be contacted and the child should be removed from the classroom.

If a child is emotionally upset *for longer than 10 minutes*, after attempting to calm them down, the parent should be contacted (no exceptions).

PARENTAL INVOLVEMENT:

Parents are invited to observe all programs and activities in which their child is involved. However, if parents desire to have continuous ongoing contact in any children's ministry program at Menomonie Alliance Church, they will be required to complete a Kingdom Kids servant application and screening process.

If a child is distracted or disrespectful, help redirect their attention or attitude by...

- Speaking to them **KINDLY** at their eye level.
- Remind them what the next activity is and kindly invite them to rejoin the group with you.
- Remind them of the class expectations.
- Give them a break from the group or the toy they are currently playing with. Make sure they are still in sight of teachers.
- No form of physical discipline is acceptable. This includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behavior.
- If they are still distracted and not joining the group, **DO NOT** force them to join the group.
- If they are being a large distraction to the rest of the class or continue to be disrespectful to other teachers or friends, notify the parent to come pick up their child.

Please make sure to give a detailed update to parents upon the pick-up of their child, especially if there were struggles during the time they were in the care of the Kingdom Kids servants.

If there was anything notable (things that worked well or concerns of any kind), please make sure to talk to the Kingdom Kids Director in person or send a detailed email at a convenient time.

SUNDAY CHECK-IN / CHECK-OUT

Upon check-in, each child will receive a name tag, and their parent or guardian will be given a claim tag. Servants must check each claim tag before releasing a child at pick-up.

If a claim tag is lost or the servants are uncertain of the propriety of releasing a child, the parent or guardian should be sent to the Kingdom Kids front desk, where proper identification must be shown to a member of the Kingdom Kids team before the child is released. (Have the child stay in the classroom; the parent may pick up the child once cleared.)

It is presumed a person who drops off a child has authority to pick up the child.

CLASS RATIOS

If a servant is out of ratio it is his or her responsibility to immediately notify the Kingdom Kids team. Supervisors will make diligent efforts to find substitute servants to immediately bring ratios into compliance.

Kingdom Kids is committed to providing appropriate supervision in all Children's Ministries programs.

Accordingly, the following worker-to-child minimum ratios will be observed:

AGES 0-2



One teacher per 4 children. At least two 18+ teachers needed.
MUST BE AGE 13+ TO SERVE WITH THIS AGE GROUP.

AGES 2-4



One teacher per 6 children. At least two 18+ teachers needed.
MUST BE AGE 13+ TO SERVE WITH THIS AGE GROUP.

AGES 4-6



One teacher per 6 children. At least two 18+ teachers needed.
MUST BE AGE 13+ TO SERVE WITH THIS AGE GROUP.

AGES 6-11



One teacher per 12 children. At least two 18+ teachers needed.
MUST BE AGE 13+ TO SERVE WITH THIS AGE GROUP.

DIAPER CHANGING AND RESTROOM PROCEDURES

Only adult women may change diapers. Always let another servant know when you are assisting a child and remain in sight of that other servant as much as possible. There should never be a child and adult together alone in the restroom.

Diapering:

- Change all diapers on the changing pad where you can be seen by another servant.
- Use all supplies from the child's diaper bag if provided.
- Disinfect the changing table pad before and after each use and put soiled diapers in the provided plastic trash bag.
- If there are one or more diapers in the garbage, please bring the trash out to the dumpster bin out back after service.
- Never leave a child unattended on the changing table.

Toilet Training - children under 6:

- Ask if they need help and assist as needed. The adult assisting the child should remain as visible as they can to the other adult in the classroom (young children should never be left completely unsupervised in a restroom, but use as much verbal direction as possible).
- No child will be forced to potty train.
- Potty "Accidents" should be handled by reassuring and helping them change and notifying parents if needed.
- Children should be assisted with straightening their clothing before returning to activities.
- Children should be out of diapers before entering Cubbies or the 4-6 classroom on Sunday mornings.

Hallway Restrooms - Children over 4 years old:

- If you must go into the restroom to check on a child, seek out another worker to observe you. If another worker is not available, go to the exterior restroom door, knock, and ask if the child needs assistance. Do not enter the restroom.
- If a child requires immediate assistance, leave the exterior restroom door open when entering the restroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the restroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or servant.
- Only adult females should help in the restroom stalls.
- Only one child at a time in a single toilet facility.
- Students may go to KIDS ONLY restrooms alone with the approval of their teacher.
- A single servant should never take a single child alone to the restroom. There should always be two adults.

Disabilities:

Parents will offer instruction to servants to change the diapers of individuals with disabilities. After the age of 4, parents or legal guardians will change the diapers of all individuals with disabilities. If individuals with disabilities require assistance using the restroom, a servant may assist them in the restroom.

PHYSICAL CONTACT:

We are committed to protecting children in our care. To this end, we have implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

- Physical contact in any form should be above reproach, for the benefit of the child, and never based upon the emotional needs of a staff member or volunteer.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of servants in Children's Ministries must foster trust at all times.
- Hugs are ok, though avoid hugging a child for a lengthy period of time.
- Hand holding is ok ONLY for children under the age of 6 and in an appropriate setting (during a worship type of setting, walking them in the hallways or to a parent, talking with them about a bad behavior or redirecting, or in a group game).



Appropriate physical affection between servants or servants and children is important for children's development and is generally suitable in the church setting.

NEVER force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.

Physical affection should occur only in observable locations or when in the presence of other staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

AVOID the following interactions:

- Never touch a child in sensitive areas (breasts, buttocks, genitals) even if a child has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- Sitting on laps should be age or situationally appropriate.
- Never touch in anger or disgust or in a manner that may be construed as sexually suggestive.
- Never carry a child piggy-back, or on your shoulders.
- Never tickle, participate in 'horse-play' or wrestle with a child.

Inappropriate touch and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touch or display of affection, or suspected abuse by any any servant should be immediately reported to the Kingdom Kids Director, a Pastor, or any Menomonie Alliance Church Staff member.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS:

In order to maintain a safe environment for our children, all servants must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies.

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be reported to the Kingdom Kids Director, a pastor, or any member of the Menomonie Alliance Church Staff Team.

This can be recognized by:

- A child stating something suspicious to you verbally.
- A child stating something suspicious in written form, such as a prayer request.
- You personally witness the suspicious behavior.
- There are evident signs physically on a child.

CONSEQUENCES OF VIOLATION OF SAFETY POLICIES:

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in ALL Kingdom Kids Children's Ministries.

This suspension will continue during any investigation by law enforcement, Child Protective agencies, or Menomonie Alliance Church.

Any person found to have committed a prohibited act should be precluded from future participation as a staff member or servant in all activities and programming that involves children, students or vulnerable populations at Menomonie Alliance Church.

MEDICAL EMERGENCIES

MINOR INJURIES can be treated with a little tender loving care, a cool cloth, and a band-aid. When a minor injury occurs, please notify the Kingdom Kids Director or a member of the Kingdom Kids administration team. If needed, the Kingdom Kids Director will notify the parent.

There is a first aid kit available in Sunday morning classrooms, and in the kitchen.

A written report needs to be completed if a child gets hurt. This includes anything visible, cuts, scratches, bleeding, etc. If the injury is not severe, and the child is calm, you can wait to tell the parent about the incident at pick-up. If the child is inconsolable, please contact the parent.

SERIOUS INJURIES involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injuries should be treated as follows:

- Do not move the injured child.
- Stay calm and assure the child, while another servant cares for the rest of the children.
- Notify the parent right away if you are able and the Kingdom Kids Director.
- The Kingdom Kids Director will notify the parent (if they have not been notified already) and together they will assess if it is necessary to call 911.

