

SAFETY FOR ALL

L.I.T.

**POLICY FOR PROTECTING
THE CHILDREN, YOUTH AND LEADERS
OF LIVING SPRINGS**

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INTRODUCTION

At Living Springs, we want everyone to feel safe and loved. We want all people to have a safe place where they can learn about Jesus.

We know that God loves every person, and we want to show that same love to the people we care for. We work together with parents to help children learn, grow, and have fun in a safe place.

The kids that come to your class look at you as a leader! We need to make sure that we are a good example to them. It is very important that we protect them and keep them safe. To do that, we all need to follow some rules. That's what this booklet is all about. It's to keep you safe and the children we serve safe.

Whether you do tech or volunteer in Littles or Sprouts, you are an example and a leader to the other kids.

RULES TO BE A VOLUNTEER

1. Be going to Living Springs for at least 6 months.
2. Fill out an application.
3. Have an interview with a Pastor or Leader.
4. Have two people say you are someone who would do a good job working with children.
5. Do some training each year to learn more about being a good volunteer.

RULES WHEN VOLUNTEERING

1. No child can be in a classroom by themselves (this means the kids you teach. You are not a “child” when you are volunteering).
2. You cannot be alone with kids in your class. There must always be two leaders.
*If you HAVE to be alone, the door must stay wide open.
3. To help in Littles you have to be at least 9 years old.
To help in Sprouts you have to be at least 10 years old.
To do Tech in BLAST you have to be at least 9 years old.
4. You can volunteer with someone in your family but there also needs to be at least one other person volunteering that isn't in your family.
5. We need to make sure we always have enough volunteers for the number of kids in the class. For Littles we need 1 volunteer for every 3 kids. For Sprouts we need 1 volunteer for every 7 kids. For BLAST we need 1 volunteer for every 15 kids.
6. The adult you work with is in charge of knowing all of the rules. If they tell you something is important to do, please do it.
7. All kids need a nametag.
8. You need to wear your name tag.
9. You need to check in on the tablets.
10. Sprouts and Littles cannot leave on their own. They must have a parent, brother or sister, grandparent pick them up and they have to have the return tag that matches their child's code. They also need to sign them out on the tablets.

11. You cannot take children to the washroom. Only adults can do that. If a child needs to go to the washroom, you can page their parent to come and help them.
12. We want Kids' Min to be fun for the kids. Fun sometimes means having rules and getting the kids to follow the rules. Sometimes the kids don't follow the rules and we have to help them. We do not hit, yell, give timeouts, cover kids' mouths, or say mean things.
13. The rule for Sprouts is "Try your best!". If the child is not behaving, ask them kindly if they are trying their best. Encourage them to try their best by sharing, being nice, and listening to their leaders.
14. It is great to let the kids know you like them, but we need to be careful about how we show them we like them.

You can:

- Hold a Sprouts child who is crying.
- Speak to a child at eye level and listen with your eyes as well as your ears.
- Hold a Sprouts child's hands when speaking, listening, or walking to an activity.

You cannot:

- Kiss a child or ask them to kiss you (this even means babies)
- Give long hugs
- Tickle kids
- Hold a child's face when talking to or disciplining them.
- Touch a child in any area that would be covered by a bathing suit

15. If you notice a child is missing, tell your leader right away!
16. If a child tells you they are being hurt at home, school, or somewhere else, tell your leader privately as soon as you can. This is not something you are allowed to keep a secret. If you are wondering if it's important enough to tell the leader, I would rather you tell them than not tell them, just to be safe.

HEALTH AND SAFETY GUIDELINES

1. To keep things clean, the tables need to be sanitized after every class.
You could help with that! There is a cloth and sanitizer spray in every classroom.
2. Your leader will take care of all injuries and health concerns.
 - They might ask you to get an ice pack. They are in the kitchen in the freezer.
 - They might ask you to get the first aid kit. They are in your classroom in the cupboard marked with a red plus sign.

PHOTOGRAPHY AND VIDEOS

We cannot take pictures or videos of kids.

SOCIAL MEDIA AND INTERNET

You cannot private message any child in your class.

FIRE SAFETY PROCEDURES

- If there is a fire, make sure to follow the instructions of the leader.
- Do you know where the exits are? There are 3 ways out the basement.
Take some time today to go find those three doors that lead outside. (Hint: they are all up a different staircase).
- You will make sure the kids are up in single file.
- Remain calm when going up the stairs and going outside.
- You may be asked to go to Littles to help carry some children upstairs.

SERVING AGREEMENT

As a volunteer serving with Living Springs Church, I understand that it is a big responsibility.

I commit to serving in a way that shows kindness and love to everyone – the children I serve, the people I volunteer with, the parent of the children I serve. I know Jesus did that with everyone He met, and I commit to do it too.

I agree to follow all the of the rules in the booklet when I am volunteering.

By signing my name on the line, I understand that it means I read this booklet and I understand what I am supposed to do.

Your Name (printed) _____

Today's Date: _____

Your Signature: _____