



Policies and Procedures

Foreword

To Our Most Loved and Valued Volunteers,

Thank you for taking the time to read our new Policies and Procedures Manual. It may look like a plethora of *do's* and *don'ts*, these are of the utmost importance to protect our children. We pray the depth of this manual showcases the concern with which we feel is necessary for such a responsibility.

Please know that we value you, and our kids in FirstKids. There should be no doubt that you are volunteering and investing in so much more than an hour of your Sunday or Wednesday. You are investing in the eternal standing of hundreds of little ones. You are being both shepherds and gatekeepers of the next generation.

Jesus Himself stated to the disciples in the eighteenth chapter of Matthew, *“truly, I say to you, unless you turn and become **like children**, you will never enter the kingdom of heaven.”* Again, Jesus claimed in verse six, that *“... whoever causes one of these little ones to who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.”*

Jesus was and is serious about the wellbeing of children, so too, are we. Thank you for making the sacrifice to come on this journey with us, arm in arm. We are so excited to be partnering with you and alongside you, for the sake of the Gospel and the Kingdom.

Please carefully look over our policies and procedures. There is a signature page at the completion of the Policies and Procedures Manual. If you have any questions about anything enclosed in this document, don't hesitate to reach out via email (jerry.earnest@fbcmonticello.com) or by calling the church office (870-367-3449). Please sign and return this signature page to Bro. Jerry Earnest.

To God be the Glory,

The First Baptist Church Staff

First Baptist Church (FirstKids) Mission

A service in FirstKids is designed to be a safe, engaging place where the Bible is presented in a fun and age-appropriate way. From babies to preteens, our goal is to provide an environment that allows kids to hear and experience the transforming Gospel of Jesus Christ, and see it lived out in daily lives.

FirstKids is led by a team of staff and volunteer leaders who are passionate about leading kids to the Cross of Jesus Christ and to take steps of ownership in their faith. Here at FirstKids, we are going to partner with parents, to model, and verbally affirm a 4 part Mission statement:

1. **Love** – Our mission is to love your kids with the love of Christ. And teach them to love others as Christ loves us.

Matthew 22:36-38 (NLT)³⁶ “Teacher, which is the most important commandment in the law of Moses?”³⁷ Jesus replied, “‘You must love the LORD your God with all your heart, all your soul, and all your mind.’^[a] ³⁸ This is the first and greatest commandment. ³⁹ A second is equally important: ‘Love your neighbor as yourself.’^[a] ⁴⁰ The entire law and all the demands of the prophets are based on these two commandments.”

2. **Equip** – Our mission is to equip parents with the means necessary to lead their children at home in discipleship.

Deuteronomy 6:4-7 ⁴ “Listen, O Israel! The Lord is our God, the Lord alone. ⁵ And you must love the Lord your God with all your heart, all your soul, and all your strength. ⁶ And you must commit yourselves wholeheartedly to these commands that I am giving you today. ⁷ Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up.

Ephesians 6:4 – Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.

Proverbs 20:7 – The righteous who walks in his integrity— blessed are his children after him!

3 John 1:4 – I have no greater joy than to hear that my children are walking in the truth.

3. **Go** - Our mission is to help kids go to their families and schools to share the Gospel of abundant life in Jesus.

John 3:16-17 ¹⁶ “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. ¹⁷ For God did not send his Son into the world to condemn the world, but in order that the world might be saved through him.

4. **Send** – Our mission is to help families live on mission and take the gospel out from FBC and to be a light into a lost and dying world.

Acts 1:8 ⁸ But you will receive power when the Holy Spirit comes upon you. And you will be my witnesses, telling people about me everywhere—in Jerusalem, throughout Judea, in Samaria, and to the ends of the earth.

Ministry Areas

Preschool

Preschool classrooms allow babies through children 5 years old the opportunity to actively worship and learn about God. Each classroom is structured to keep preschoolers engaged through Bible stories, worship and hands-on learning activities.

Elementary

Elementary classrooms allow children from kindergarten to 5th grade to worship and grow in their faith with the Lord. Each classroom is designed to engage kids with God's Word through songs, hands-on learning, and activities.

Volunteer Requirements

FirstKids could not exist without the hundreds of volunteers caring for and teaching children each week. To ensure that we keep a safe & effective team, every volunteer 16 years of age or older, must:

Step One: Screening Process

Staff Members and Volunteers are required to complete the FBC Kids screening process, which requires a volunteer to:

- Complete an **Employment Application** (employees Only)
- Complete a FirstKids **Volunteer Application** with references (Volunteers Only)
- **Personal interview** with a FirstKids staff member.
- Go through FirstKids **Volunteer Orientation in-person**.
- All Policies will be reviewed **yearly** with volunteers

Step Two: Policies & Procedures

Volunteers are required to review the policies contained in this manual and sign the signature page indicating that he or she has read and understood the material and agrees to comply with all policy requirements.

Step Three: Ministry Safe Training Sexual Abuse Awareness Training

FBC policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the FBC Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip FBC staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, FBC requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

STEP FOUR: Criminal Background Check

FBC requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. Individuals who have committed sexually oriented or sex-related crimes may not serve in any area providing services to

children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors

Child Safety Policy

Abuse Tolerance

FBC has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at FBC to act in the best interest of all children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the Children's Minister or the Administrative Pastor.

Reporting Suspicious or Inappropriate Behaviors

FBC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the FBC Safety Committee. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the FBC Safety Committee.

Enforcement Of Policies

FBC staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all FBC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position in Children's Ministries – for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Pastor, Administrative Pastor and the ALT.

Reporting Abuse or Suspicions of Abuse

Reporting Violations of Policy

To maintain a safe environment for our children, FBC staff members and volunteers 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 directed to an immediate supervisor in the ministry area, the Children's Minister, or the Administrative Pastor.

Consequences of Violations

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 FBC Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at FBC. If the person is a staff member or employee, such conduct may also result in termination of employment from FBC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at FBC.

Reporting Abuse or Suspicions of Abuse

FBC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.

Because sexual abusers 'groom' children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard children in the program.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

We report all suspected or alleged abuse or neglect of children to the (CACar) Children's Advocacy Centers of Arkansas

Abuse Hotline: 1-800-482-5964

Because many adults are unfamiliar with Arkansas reporting requirements and may be fearful of the process, FBC utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a FBC supervisor reports the suspicion or allegation *together* with the individual who saw, heard or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED, OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS OR THE ABUSE HOTLINE *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from FBC before reporting to law enforcement personnel or the Child Abuse Hotline.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor or a member of the FBC Safety Committee. This request is intended to assist the church in properly protecting children involved in FBC programs.

When in doubt, report.

Safety Committee

Safety Committee

Recognizing the importance of providing and maintaining a safe environment for children, FBC will appoint and maintain a Safety Committee, which will meet once each quarter.

The purpose of the Safety Committee is to enable FBC Children's Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

Composition

The Safety Committee will be comprised of the following members:

- the Administrative Pastor
- the Children's Minister
- the Student Pastor

Responsibilities

The Safety Committee will be charged with the following duties:

1. Applying existing FBC policies and procedures related to children's safety and risk management issues.
2. Monitoring all Children's and Student Ministries for ongoing compliance with safety policies.
3. Making recommendations to the FBC Administrative Leadership Team regarding safety issues.

Safety Guidelines

To create the safest environment possible, all FirstKids staff and volunteers **MUST** strictly adhere to the following policies:

Building Safety

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

Supervision

Only parents (dropping off children), screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, screened adults (*student volunteers do not count as adult volunteers*) should always remain in a classroom.

No volunteer should ever be alone with children. Occasionally, leaders will find themselves without another adult present due to unforeseen circumstances. The following procedures should be followed.

- Immediately inform the Administrative Pastor for assistance so that the policy may be maintained.
- Visible location-- For any time when there is only one adult present, the group must be in a location that is visible to others with an unobstructed window, open door (i.e. one foot in classroom, one foot in hallway), or in the view of a security camera. This needs to be very limited and in rare instances.
- Classroom

Our FirstKids Preschool Ministry classrooms will strive for the following adult to child ratios:

Classroom	FirstKids
Babies	2:6
Walking 1's & 2's	2:12
3's – 5's	2:14

The adult-child ratios will be closely monitored in each classroom. Should a classroom go over the appropriate ratio, the Children's Minister will make efforts to accommodate children in additional classrooms. On occasion, a classroom may be closed and/or merged to keep ratios within the guidelines.

Diaper & Bathroom Policies

Policies regarding diaper changing are as follows:

- Only **female adult** volunteers (**18 years and older**) may change diapers.
- Diapers are only changed in classrooms with children 3 years and under.
- Diapers are only to be changed on the changing stations.

- **NEVER** leave a child unsupervised while on the changing table.
- Always wear disposable gloves when changing any type of diaper.
- **All children** should be checked and changed before parents return for pick-up. Policies regarding bathrooms located inside the Preschool classrooms are as follows:
 - Allow only one child in the bathroom at a time.
- If a child can go on their own, let them. Stand by the door ready to help if needed.
- Only **female adult** volunteers (**18 years and older**) may assist children in the restroom.
- If a child needs help or has not finished up after some time, talk through the door or slightly crack the door so you can talk without looking.
- If your assistance is required, ask another volunteer to stand in the doorway and watch you as you assist the child. **NEVER** be alone with a child in the bathroom.

Policies regarding bathrooms located in Preschool or Elementary hallways are as follows:

- Before allowing kids to enter bathrooms, check to make sure there are no adults or students in the room. **While kids are using the bathroom, do not allow any adults or students to enter.**
- Only allow as many children as stalls in the bathroom (4 toilets = 4 children in bathroom at once).
- Keep the bathroom door slightly propped open to monitor that only appropriate behavior is happening during the bathroom break.
- If a child needs assistance, only enter the bathroom with another adult or student volunteer in the doorway (with door open) watching you.
- **Never be alone in the bathroom with a child.**

Appropriate Touch

Physical contact should be age and developmentally appropriate and is **only** appropriate when done publicly. We greatly value the safety of our kids, and failure to comply with these guidelines are grounds for immediate dismissal.

- Hugging should only be done if the child initiates the contact. Never allow full contact (body to body) hugs, but instead keep distance between bodies or use side-to-side hugs. *Sometimes it may be best to initiate a high-five rather than invite a hug.*
- A light touch to the hand, shoulder, or back when encouraging is acceptable.
- Many children who are sad or upset can be comforted best by being held. *Holding children is only appropriate in the Preschool Ministry area.*

The following behaviors are prohibited:

- Extended hugging, tickling, or prolonged physical contact of any kind is inappropriate.
- Lap-sitting is not allowed with children 3 years and older. If a child is insistent on sitting in your lap, move them to sit next to you or sit on your knees so they cannot sit in your lap.
- Never touch a child in any area that would be covered by a bathing suit (except when changing a diaper or properly assisting a child in the bathroom).
- Never kiss a child or coax a child to kiss you.
- Never allow a child to touch you in a way that is inappropriate.

Our policies on appropriate touch are for the protection of our children and volunteer leaders. When serving, you must observe these policies even with your own children who may be in your class. Other observers may not know that you are the parent, and we want to display excellence in action and appearance.

Secure Check-In

Every child **MUST** be checked-in through an electronic Check-In Desk. When the child arrives to class, they must be wearing their nametag. If a child arrives without a nametag, please direct the family to the nearest Check-In Desk for assistance.

Volunteer Identification

- All volunteers are required to check-in via electronic kiosk. Only adults and students who are approved to serve will be able to generate a nametag

Child Drop Off

- Be sure to write the security code on the classroom roster when a child arrives to the class. If a child should lose their nametag during the service, the roster may be used to match the parent pick-up tag.
- For Nursery & Preschool children, be sure to collect items and necessary information from parents that will help you care for the child during service. Make sure all items are labeled.
- Special needs students must fill out info form (*Appendix 2*) before being dropped off in a class.

Child Pick Up

- When picking up a child, the parent must show the pick-up tag with security code that matches the security code on the child's nametag. **ALL PARENTS** must show a pickup tag... no exceptions.
- No child will be released to a sibling or family member under the age of 16.
- Children 2 years and under should be handed to parents over the door when possible. Avoid opening the door in a way that might provide children with an opportunity to run out of the classroom.
- Children in grades 4th and 5th are allowed to leave on their own to their parents if they are working in another volunteer area of the church unless otherwise decided by a volunteer or FBC Staff member.

Lost Security Tag Procedure

If a parent or guardian has lost the security tag to be used for pick-up, they must show a valid government-issued photo ID. If the parent does not have a photo ID, the staff member will verify the family information through the church database and a series of security questions. Only persons who have been identified as an approved pick-up may leave with that child. If an unapproved person has arrived for pick-up, the parent or guardian must be notified before handing any child over.

If a child should lose their tag and the security code was not recorded on the classroom roster, contact the Children's Minister or an FBC Staff member. A new tag will need to be printed from a Check-In Desk before the child is released to the parent.

Contacting Parents

If you should need to contact a parent at any time during a service:

- The parent will be contacted, either by text or call, given a brief description to the reason for the contact, and then be greeted by a volunteer.
- If the parent needs to attend to a child, he/she will be escorted by a volunteer to the classroom.
- If a parent is contacted and does not come in a timely manner, immediately contact the Children's Minister so that other contact methods may be used.

Missing Child

In the event that a child is missing, the Children's Minister should be notified immediately. Everyone involved should remember to remain calm and rational while moving in a timely a manner.

Student Volunteers

Students are welcome to serve with FBC Kids based on the following criteria:

- 16 years of age and older may serve in any area of FirstKids.
- 11 years (or 5th grade) through 15 years (or 9th grade) may serve:

Alongside a parent. A student may serve with another adult besides the parent, but the situation must be approved by the FBC staff.

The following rules apply to Student Volunteers:

- Student Volunteers under 16 may NOT physically lift or carry a child under any circumstance.
- Student volunteers need to be mature, faithful, and dependable.
- Student Volunteers may not bring a friend with them who has not been approved to serve.

Disciplinary Policies

Discipline

It is FBC's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations and redirect to a positive behavior. Do this individually, when possible, try not to single out a specific child in a large group setting.

**When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.*

2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period. Stay within sight of others and avoid being alone (or unseen) with the child.

**Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations.*

("Terry, you didn't stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.")

3. After a 3rd time, refer to a staff member. A staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior should be reported to ministry supervisor.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your word.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

Bullying

Verbal, physical or emotional bullying is not acceptable in FBC ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense:* Pull the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with a pastor and the child’s parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discreet.

3. *Third Offense:* Send the child to a pastor or ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

Transportation

Staff members and volunteers may from time to time be able to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No cell phones may be utilized by the driver while driving FBC vans, or vehicles owned or rented by FBC, unless in an emergency.
- No drivers with less than 4 years driving experience may drive FBC owned or rented vehicles.

Verbal Interactions with Children

Verbal interactions between staff members or volunteers and children should be positive and uplifting. FBC staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

One-to-One Interactions with Children

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in FBC Children’s Ministry program. Another adult who has completed the FBC application and screening process should always be present.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any FBC facility, while traveling with children, or while working with or supervising children.

Nicotine Use

FBC requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during FBC activities or programs. FBC is a tobacco-free facility.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

Sexually Oriented Material

Staff members and volunteers in Children's Ministries at FBC are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Nudity

Staff members and volunteers in FBC's Children's Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Children's Minister concerning arrangements for showering or changing clothes.

Parental Involvement

Parental Contact

Parents who leave a child in the care of FBC staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministries programs.

Parental Involvement

Parents are encouraged to visit any and all services and programs in which their child is involved at FBC. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at FBC will be required to complete the FBC volunteer application and screening process.

Food Allergies & Special Medical Conditions

- Due to potential allergic reactions, FirstKids does not serve snacks with peanuts or snacks which may have been produced in a factory contaminated by peanuts.
- Please do not bring any peanut products to the classroom for yourself or to share with the children. Always be sure to check the allergies and medical information printed on a child's nametag and classroom roster.
- FirstKids will not administer any medication to a child. If a child should require medicine during the service, the parent will be required to give the medication.
- If a child has a medical device, such as an Epi-Pen, the parent must notify the Children's Minister and adult volunteer with instructions. The device and instructions must be dropped off and picked up each week with the child.
- If a child has a major medical emergency, such as seizures, choking, or stops breathing, CALL 9-1-1 and send another volunteer to notify the Children's Minister or Administrative Pastor and the medical responder that is on-site for immediate assistance.
- Please work with the child or if necessary, use the new HANDS-ONLY CPR, until the medical professional arrives. The following information is from the American Heart Association website (www.heart.org) on the new method of Hands-Only CPR:

Disco Can Save Lives

Hands-Only CPR has just two easy steps. If you see a child, teen or adult collapse:

- Call 9-1-1.
- Push hard and fast in the center of the chest to the beat of the disco song "Stayin' Alive," which has more than 100 beats per minute. This is the rate you should push on the chest during CPR.
- For infants/toddlers, compressions should be done with two fingers at the same rate.
- All FBC Staff and paid workers will be encouraged to have completed official CPR Training.

Wellness Policy

If a child arrives to class and appears to be sick or tells you that they have been sick in the last few hours, please contact an FBC staff member immediately to talk with the child and their parents. The FirstKids Wellness Policy is:

A child must be free of fever, vomiting, or any other symptoms for AT LEAST 24 hours. If they are on antibiotics, they should be on the drug for AT LEAST 24 hours before coming to church. A child should be kept home if they have any of the following symptoms or illness:

- Fever
- Vomiting
- Diarrhea
- Runny Nose accompanied by other symptoms
- Rash
- Sore Throat
- Croup

- Skin Infections – boils, ringworm, impetigo, hand/foot/mouth, lice
- Any childhood disease – measles, mumps, rubella, chicken pox, whooping cough
- Pink eye or other eye infection

Accidents & Incidents

In the case of an accident, whether child or adult, inform the Children’s Minister immediately. First Aid supplies are located in each ministry area. After care, an Incident Form will need to be filled out and signed by the volunteer that witnessed the event. The Incident Report should be copied and given to the parent upon pick up of the child.

In the case of any non-accident or injury incident that is a cause for concern, contact the Children’s Minister immediately. This may include behavior that indicates possible abuse, inappropriate talk or touch from one child to another or any other incident that a parent would need to know. Following the conversation, an Incident Report will need to be completed.

Emergency Procedures

Fire

In the event of a fire, an alarm will sound. Volunteers are asked to lead children from the building according to the **Fire Evacuation Map** posted in each classroom, and in the volunteer packet. One volunteer should be responsible for taking the classroom roster with the group. Should the regular fire exit be unavailable, FBC staff will assist in locating an alternative exit.

Tornado

When a public siren sounds indicating a tornado, calmly move the children to the hallway directly outside of the classroom. Instruct children to kneel, cover their heads, and remain there until the person in charge gives the all-clear signal. Encourage the children to be very quiet so that if further instructions are given, they will be heard.

Earthquake

Should an earthquake tremor occur:

- *If indoors:* Take cover under a table, a piece of heavy furniture or against an inside wall. Do not attempt to leave the building for any reason, as falling objects may cause injury.
- *If outdoors:* Move into the open, away from buildings and utility wires. Once in the open, stay there until the shaking stops.

Active Threat

If an active shooter or armed intruder comes onto the church campus, we will employ the Three Outs: **Lock Out, Get Out, and Knock Out**. Unlike a step-by-step process, these are three options from which you can choose based on the environment and your proximity to the threat.

Lock Out— Get all children into a classroom with inward swinging doors. Close the door, lock the Door Guardian lock, and use tables or other furniture to block visibility and barricade the entrance.

Get Out— Move the group of children quickly and orderly through the closest exit to a safe zone designated by FBC Staff or Security Personnel. During evacuation, parents will not be allowed to pick up children. A secure pick-up will be established once children reach the designated safe zone.

Knock Out— In the event that an active threat reaches the FirstKids classrooms, all adults should use whatever means necessary to protect the lives of children in their care. While difficult to even imagine, we believe it’s better to think about these situations and ask God to help us decide now what we will do to protect the children of FirstKids and ourselves.

Off-Campus Events

Staff and Volunteers will recognize that all Code of Conduct and applicable policies are to be adhered to on all off-campus events and camps.

Special Needs

We will have individuals with special need that come into the life of the church, (*Appendix 2*) "Special Needs Student Information Sheet" will be given to a parent to fill out to aid in helping the church family be equipped to help. Parents will be asked to fill out info before a child can be dropped off for any activities.

Tips for Leading Individuals with Special Needs

- Work together to help us create an environment that is *welcoming and safe*.
- Be flexible and prepared to help where needed.
- Dress appropriately to play with children. It can be very difficult to work with our students if you are not able to move quickly without having a "wardrobe malfunction." ALWAYS BE PREPARED TO RUN!
- Keep an adult between child and exit.
- Allow students to make a slower transition than their peers when transitioning from one activity to another.
- Utilize quiet spaces
- Say the individual's name FIRST before you speak to them. Understand that many of them will not maintain eye contact, *but that does not mean that they are not listening*.
- Give additional time for students to process verbal information and directions. Keep directions simple.
- Find ways to say "Yes."
- Redirect in *positive* ways.
- Address behaviors specifically, not just say "no."
- No "*hurting*." (People, property, etc.)
- While serving as a one-on-one buddy, remain available to always assist your student. You are not to be asked to be a teacher's assistant or substitute teacher in the classroom.
- Encourage the student to help clean up and respect the area and supplies they use.
- Remember, this is a CHURCH, not therapy or school. Never diagnose a child. If you have concerns, please speak with a staff member before approaching a parent about a major issue.

(Appendix 1)

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of FirstKids Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FirstKids.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by First Baptist Church.

I further acknowledge that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the volunteer policies and procedures manual.

Volunteer's name (please print)

Volunteer's signature

Date: _____