

FELLOWSHIP KIDS HANDBOOK



FELLOWSHIP CHURCH LOUISVILLE
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Fellowship Kids Ministry | 2025

Our Mission

We come alongside families in what they do all week to:

1. Proclaim the gospel and the great works of God to the next generation so that they might believe and walk in truth (Psalm 78:4).
2. Equip children to grow in their faith and be ministers of the gospel (Prov. 22:6).

Uniquely, Fellowship Church gets to:

1. Show children that the family of God is big and diverse and that they (and their families) are not alone. We are aunts and uncles, brothers and sisters, mothers and fathers who also believe and reaffirm the truths they learn at home.
2. Show children that they belong to our church family, and we take responsibility for them and keep them safe. May they grow to love the church because they see that they are a beloved and necessary part of our body (Matt. 19:14).

Parameters

This handbook applies to minors who are voluntarily placed by parents or guardians under the responsibility of the church for sanctioned events including on-campus and off-campus children's ministry-related Fellowship Church activities.

A Fellowship Church sanctioned event is any event put on by Fellowship Church that has been publicly shared and promoted during a Fellowship Church service and/or on Fellowship Church media. Any Fellowship Church sanctioned event where childcare will be provided will be clearly promoted as such prior to the event and will abide by the policies and procedures established in this document.

While on church property all minors are under the supervision and responsibility of a parent or guardian when not participating in sanctioned children's ministry-related events.

Personnel Defined:

- **Adults** are individuals eighteen years or older.
- **Minors**, also referred to as children, are individuals under eighteen years of age (under KY law and for most state laws).
- **Volunteers** are adults who work with minors and are not in the employment of the church. All volunteers who serve in children's ministry are required to go through both the children's ministry training and screening procedures before they work with minors. Volunteers include childcare workers, team leaders, hall monitors, teachers, coordinators, and anyone else who serves children. The term 'volunteer' will be used throughout this

policy manual as an all encompassing term for anyone who serves children and is not church staff.

- **Youth Helpers** are volunteer minors who are at least age 14 to age 17 and are assisting in some area of children's ministry alongside an adult. Youth Helpers who serve are required to go through both the children's ministry training and screening procedures before they work with minors. Background checks are not required of Youth Helpers.
- **Workers** is a term that will be used throughout this policy manual as an all-encompassing term for those who serve minors including Staff, Volunteers, Youth Helpers, and Elders. All workers are screened and trained according to the standards laid out in this document.

Volunteer Roles

Volunteers serve on one or both teams:

Sunday School Team

- Roles: Class Teacher or Class Assistant (*a teacher + assistant team for each class*)
- Classes: Infants/Walkers, Twos, Threes, Fours, Kindergarten, 1st-3rd Grade, 4th-5th Grade
- Commitment: 12 weeks (*one quarter, 3 months*)
- Time: 8:45-9:45 a.m. Sunday mornings
- Substitutes: would come from the teaching teams on the other 3 quarters of the year.

Worship Service Team

- Role: Assistant (two assistants per class)
- Classes: Infants/Walkers, Twos, Threes, Fours
- Commitment: Serve 4-6 times a year (*once a quarter*)
- Time: During service, 10:00-11:20 a.m. Sunday mornings

You are welcome to serve on both a Sunday School team and as a Worship Service volunteer; we would be sure not to schedule you on both teams in the same quarter.

Volunteer Requirements for Serving

To be a Fellowship Kids volunteer, the volunteer must:

1. Be a member of Fellowship Church in good standing.
2. Complete the [Application to Work with Minors](#) along with two references.
3. Complete a criminal background check.
4. Read and sign the Fellowship Kids Handbook

5. Complete MinistrySafe Sexual Abuse Awareness Training within 3 months of applying (adult volunteers only).
6. Interview with a Fellowship staff member or elder
7. Shadow a Fellowship Kids class

We do allow teenage volunteers. To be an official volunteer, who may be counted as a second volunteer in a classroom, the teen must be 14 years old, have begun the 9th grade, and have reliable transportation to church on Sunday mornings.

Volunteer Expectations and Environment

1. **CARE**

We want volunteers who truly care about the safety and spiritual growth of the children at Fellowship Church. You have a part in developing children's relationship with Jesus. That is a privilege and responsibility! Care is specifically demonstrated in two ways:

- a. *Preparation:* We expect volunteers to see the importance of the truth of God's Word that they are teaching and that they take appropriate time to prepare lessons before Sunday morning.
- b. *Prayer:* Volunteers are encouraged to pray for children as they prepare for class, while they are in the classroom, and after the class.

2. **COMMUNICATE**

To leadership: Volunteers are expected to confirm dates for scheduling on Planning Center and to clearly communicate if they are unable to make their scheduled Sunday (see Substitute Process). It's expected that leadership has a reliable way to reach and hear back from you if pertinent information or a question is given to you.

In the classroom: One of the greatest values and joys of serving in Fellowship Kids is that volunteers get to know the children of Fellowship church. Our expectation is that volunteers will engage children in conversation and play, encourage them as they do activities, ask questions, and show them the love of Christ. The expectation is that you are *present* in the classroom.

3. **BE FAITHFUL & RELIABLE**

We expect our volunteers, as far as they are able, to keep their commitments to their scheduled classes, to arrive on time for check-in, to follow safety procedures, and to faithfully carry out their volunteer responsibilities.

4. **BE A TEAM PLAYER**

With Fellowship Kids: You are a team player by knowing the ministry procedures and policies and upholding them to keep children safe. The other volunteer(s) in your classroom is your

teammate. and you work together to create a loving environment. You come to serve with gladness.

With Families: Volunteers understand that the primary discipleship of children happens in the home and you have the privilege of coming alongside parents, guardians and grandparents to equip and nurture their children in the Lord. You get to show children that they belong to our church family.

If we find that these expectations are consistently not being met, the Fellowship Kids team will facilitate a conversation with the volunteer and may need to ask him or her to step aside from volunteer duties.

Fellowship Bible Church Worker Conduct

Serving as a role model to children is a high calling. All Workers serving in Fellowship Kids are expected to walk in a manner worthy of the gospel - emulating Christ-like character, wisdom, behavior and decision making.

Intoxicants

Workers are prohibited from the use, possession, or being under the influence of alcohol or any drug while in any church facility, while traveling with children, or while working with or supervising children during any Fellowship Church program or activity.

Nudity

Workers serving in Fellowship Kids should never be nude in the presence of children in their care.

Sexually Oriented Conversations

Workers 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 Materials

Workers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children in their care.

Tobacco Use

Fellowship Church requires Workers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Fellowship Church activities or programs.

Verbal Interactions

Verbal interactions between Workers and children should be positive and uplifting. Workers 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, Workers should not talk to children in a way that is or could be construed by a 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.

Contact with Minors

Contact with minors outside of regularly scheduled ministry programming should be edifying and honoring to the individual and the individual's parents. Workers are expected to follow the moral guidelines of the Code of Conduct, even outside of ministry programming. Meeting with minors individually is discouraged.

Communication should be with parental permission, encouraging to the child, honoring to the parents/guardians, and overall edifying. Social media contact, online engagement, or individual messaging/texting is prohibited between workers and minors in Fellowship Kids (birth-12 years).

At no time will a Fellowship Church Worker show up at a home uninvited by the parents/guardians of that child.

Other Volunteer Expectations:

- Worship Service volunteers: Please attend the pre-service huddle at 9:40 a.m. Huddles are a vital time for you to connect with other team members, hear the plan for the morning and pray with the team before service begins.
- Workers should be in their designated classroom or environment at least 10 minutes before their service begins.
- When you plan your attire, keep in mind that you will be interacting with children and that could involve quite a bit of up-and-down movement and floor time.
- We are committed to creating a safe environment for children in our church - physically, spiritually and emotionally. Workers are expected to maintain appropriate boundaries and treat each child with respect (see Environment and Abuse Prevention Policies below).
 - Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Fellowship Kids Director, a staff member, elder, or childsafety@fellowshiplouisville.org.

Scheduling

You will receive an email from Fellowship's Planning Center Services with your scheduled dates. From these emails, volunteers must either **accept** or **decline** their availability to serve on the scheduled Sunday. Volunteers must click one of these options and have not confirmed until they click Accept, otherwise the system notes your dates as pending and the schedule is not set.

When you accept or decline, you'll be taken to the Services site as confirmation. If you'd like to view your schedule and team, you can click "Log In".

For your first login, you will need to click "Need a password?" to create credentials. **The Planning Center Services app** is especially helpful and convenient to see your schedule; however, you can also view everything from your web browser.

When you login, you can also indicate weekends you cannot serve by clicking **"Add Blockout."** Blockout dates can be designated as far out as needed, regardless of the reach of the current schedule.

Substitute Process

It is the responsibility of volunteers to find a substitute for themselves. After you've confirmed your scheduled dates, and you later need a substitute:

Worship Service volunteers:

- Go to the Resources tab in the Worship Service Team group on the Church Center app.
- Open the Quarterly Schedule. Find the name(s) of a volunteer who is serving in your scheduled class on a Sunday when you are available to switch.
- Contact that volunteer(s) to see if they would be available to switch weeks with you.
 - Use the church directory on the Church Center app if you need contact information.
- Contact the Fellowship Kids director or staff member to inform them of the switch.
- If you are unable to find a suitable replacement, please contact the Fellowship Kids director or staff member to request help.

Sunday School volunteers:

- Go to the Resources tab in the Sunday School Team group on the Church Center app.
- Open the Sunday School Volunteer Team List and Schedule.
- Find the teacher/assistant who is serving in your classroom on a different quarter and contact them to see if they would be available to fill in for you.
- Contact the Fellowship Kids director or staff member to inform them of the switch.
- If you are unable to find a suitable replacement, please contact the Fellowship Kids director or staff member to request help.

When looking for a sub, please keep in mind that:

- There must be at least one female volunteer in the classroom
- A classroom may not be run exclusively by members of the same family
- A teen volunteer (14-17 years old) may only sub for an adult if there is another adult (18 years old and older) scheduled in the classroom.

Policies

Our role is to keep children safe for they are precious image-bearers with whom we have been entrusted to protect. There is a temptation to let a policy slide because “we all know each other.” However, terribly, because so many instances of child abuse are committed by close friends, we cannot make assumptions, and we ask that volunteers keep these policies and boundaries diligently. When you are a volunteer, you are a gatekeeper.

While these policies are primarily focused on keeping children safe, they are also in place to keep you as a volunteer safe and free from suspicion.

Abuse Prevention Policies

See Abuse and Safety Reporting section below for details on reporting abuse.

- **Never be alone with a child or children.**
 - If you find yourself as the only volunteer in a classroom, explain to parents that you cannot receive their child until another volunteer is in the room.
 - Parents can wait and stay in the room with you or come back to the class once another volunteer is present.
 - You can call the Team Lead to come as a second volunteer.
 - Any private conversation with a child should take place within the line of sight of another adult.
 - If you must accompany a child to another part of the building, you must take another Worker with you.
- **A child must never be left unattended.**
- Each classroom must be staffed with at least **one female volunteer**.
- **Classrooms may not be led/run exclusively by members of the same family.** If members of the same family do serve together in a classroom, an unrelated third volunteer must be present.
- **Volunteers should never take photos of children** unless the photography has been cleared with the Fellowship Kids director or church leadership.
- **If you observe any inappropriate behaviors or intentional/consistent policy violations, please inform the Fellowship Kids director or a leadership team member.** (We understand that a volunteer may simply forget a policy and need reminding. We are concerned with intentional brushing off of policies.) *Even if you are not sure, if you see or hear something, please inform us.*

- **Physical Contact.** Please ensure the following boundaries are kept by volunteers:

Appropriate	Inappropriate
Handshakes; high fives	Back rubs, tickles, wrestling
Short, side hugs	Frontal hugs
Hand on shoulders	Touching private parts
Lap sitting for 2 & under	Lap sitting for 3 & older
Holding hands in line	Kissing (this includes "owies")
Verbal praise for achievement	Comments regarding physique
Verbal encouragement	Sexual jokes or innuendos

- Hugging, pats on the back, high fives, fist bumps and other forms of appropriate physical affection between Workers and children are important for children's development, and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Fellowship Kids Director, a staff member or childsafety@fellowshiplouisville.org.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a Worker.
- Physical contact and affection should be given only in observable places or when in the presence of other ministry staff members, adults and volunteers. It is much less likely that touch will be misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Fellowship Kids must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.

Background Checks and Sexual Abuse Prevention Training

All Fellowship workers submit to criminal background checks to legitimize their identity and safety to work with children. Background checks will be rerun every five years.

We also require all adult volunteers (18 years and older) to complete a sexual abuse awareness training provided through MinistrySafe. Like the background checks, this training must be completed every five years.

Peer Abuse Prevention

Sadly, peer sexual abuse is much more common than we would like to think. Workers understand that when there is a group of children together, there is always the risk of peer abuse, and they must be attentive to prevent instances. A few facts:

- One-third of sexual abuse cases are committed by someone under the age of 18.
- There has been 300% increase in peer sexual abuse over the last few years.
- Children as young as 4 or 5 may engage in peer sexual abuse
- Offender age of highest offense rate is among males, 12-14 years old.
 - I.e. 12-14 yo boys are a key demographic to watch
- Greatest risk is in places where children can hide where you cannot see them

Peer Sexual Abuse Definition: Sexually harmful behavior between children involving an aggressor and a child who does not seek or want the sexual interaction. *Notes:*

- Some behavior will be curiosity and must always be redirected
- Not all behavior between children is curiosity

Prevention Policies

- Children with more than a 3 year age difference will never be placed in one classroom together.
- Hide-and-seek and undressing games are never allowed in classrooms.
 - *Note:* An object may be hidden to seek for in an activity. Dress-up clothes in the classroom should always be put over a child's clothes.
- Minimize and eliminate places where children can get to where you cannot see them. This means you do not allow children to go behind the classroom partition at any time.
- Children will never be sent into the restroom together (see Bathroom Policy below)
- Always redirect if an inappropriate situation occurs and immediately inform the Fellowship Kids director (even if harm did not seem to occur).

Warning Signs of Aggressor Child

- Persists in physical contact when other children object
- Ignores social cues or instructions regarding boundaries
- Seems incapable of stopping inappropriate behavior. (This is a big warning sign. If the child cannot stop the behavior after it has been clearly redirected then it should have your attention. Contact the parent and Fellowship Kids director immediately.)
- Seems to prefer company of younger children
- Creates secrecy with younger children

Warning Signs of Non-Aggressor Child

- Child doesn't want to be alone with another child
- Child avoids an activity previously enjoyed
- A child complains of bullying behaviors

If an inappropriate situation occurs, questions for determining harm:

1. Is there sexual behavior?

2. Is there a sense of shame in the children? *(Could be curiosity or intentional harm)*
3. Is there an imbalance of power (age, physical size, social or mental status)? *(Could indicate harm and move it from sexual behavior to sexually harmful behavior)*

Always immediately contact the Fellowship Kids director if a situation occurs, whether you believe the instance was harmful or not.

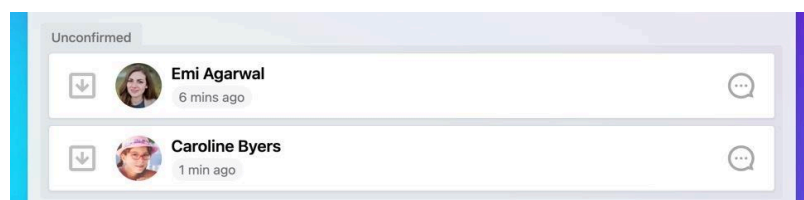
Bathroom Policy

Infants/Walkers (see Diaper Changing Policy below)

- Only female volunteers may change diapers.
- There must be two volunteers present in the room when a diaper is changed.

Toddlers and Preschool

- If a child needs the restroom or has an accident, send a message to the parent to come and take the child to the restroom.
 - *On the roster on the tablet, click the bubble icon to the right of the child's name, and it will pull up a pre-typed message for you to send to the parent.*



- If there is an accident that needs immediate attention, you can also call the Team Lead to come and help.
- You will never take a child or the whole class to the restroom by yourself.

Kindergarten - 5th Grade

- If only one child is insistent and needs to use the restroom, please contact the parent (from the roster on the tablet) to come and take him/her to the restroom.
 - *On the roster on the tablet, click the bubble icon to the right of the child's name, and it will pull up a pre-typed message for you to send.*
- As much as possible, avoid taking the class to the restroom. However, if multiple children need to use the restroom, take the **WHOLE CLASS** to the bathrooms together.
 - You must have two volunteers taking the class to the bathroom.
 - Have children form a line across from the bathrooms, but away from the lockers.
 - **Only send ONE boy and ONE girl into the restroom at a time.** This will eliminate any inappropriate behavior.
- Ask and ensure that children have washed their hands as they exit the restroom.

Infants: Diaper Changing Policy

- Only **female** volunteers may change diapers.
- There must be **two** volunteers in the room when a diaper is changed.
- If a child has a bowel movement while in class, you must change their diaper as soon as possible.
- Diapers must be changed on the changing table only.
- Never leave a child unattended on a changing table.
- Use the diapers the parent has provided in the child's diaper bag. However, if diapers are needed, all sizes and wipes are available on the changing table.
- Do not administer any creams or ointments.

Healthy Diaper Changing

1. Cover the diaper changing surface with a disposable liner.
 - a. Disposable gloves are available if you would like them.
2. Place the child on diapering surface and unfasten diaper
3. Clean the child's diaper area with disposable wipes. Always wipe front to back.
4. Place used wipes in the soiled diaper and wrap up the diaper if possible.
5. Place the soiled diaper in a disposable diaper sack and place that sack in the trash can.
 - a. Remove and discard gloves if you used them.
6. Slide a fresh diaper under the child.
7. Fasten the diaper and dress the child.
8. Place the diaper in a diaper sack and put it in the trash can.
9. If the child touched their diaper area, wash their hands with wipes.
10. Remove liner from the changing surface and discard in the trash can.
11. Wipe up and visible soil with a baby wipe.
12. Wipe down the entire surface with disinfectant spray or wipes
13. Clean your hands with hand sanitizer.

Infants: Cry Policy

1. **Parents may help their child settle in the classroom for 5 minutes.**
 - a. If a parent does not leave or give an indication of leaving after 5 minutes, call in the Team Lead who can ask the parent to step out. This is a safety measure so that we do not have unscreened adults in the classroom with children.
2. **Volunteers should work with the infant and allow them to cry for at least 15 minutes before calling the parent.**
 - a. Volunteers should try and help the child settle and acclimate to the classroom for 15 minutes (or longer if both volunteers are fine to continue working with the child). If at the end of 15 minutes, the child continues to cry, the volunteers may contact the parent.

- b. If it's helpful, use the whiteboard in the classroom to write down the child's name and the time when you can contact the parent.
- c. Note: If a child is causing significant disruption to the whole class so that it is making it hard to care for all other infants, please contact the parent before the 15 minutes are up.

3. Contact Parents from roster

- a. On the classroom tablet, find the roster and click the bubble icon to the far right of the child's name. This will pull up a pre-typed message to the parent, asking them to come and get their child.
- b. If the parent has not come within 5 minutes of sending the message, you can text your Team Lead that week who can help locate the parent.

4. Parents may not put their child back into the classroom after they have been called.

- a. When parents are called, they must come check their child out, and they should not try to stay in the classroom with their infant again. After parents check their child out, they may not put their infant back into the classroom. This is so we do not continue to disrupt or upset the rest of the children.

Discipline Policy

You can review the [Classroom Management](#) document for best practices and an overview of Fellowship's approach to working with children in the classroom. We especially suggest class assistants review this as managing students will be a key part of your role.

MANAGEMENT TECHNIQUES

- Praise good behavior!
- *Redirection*: Offer younger children another option for a toy or activity if they are not playing well with others or are sad to be away from parents. Redirect conversations by asking questions, consider using 1 Corinthians 13:4-7 as a guide.
- *Engage*: Use eye contact, ask age-appropriate questions, and get on children's eye level to engage them in the classroom. If a child is struggling with a parent leaving, ask questions that require a response:
 - What did you eat for breakfast this morning? Do you have a brother or sister?
- *Set Limits*: Give children consistent expectations for their behavior through communicating the classroom rules and giving clear directions.
- *Co-Leadership*: Teachers and assistants should work together as a team and communicate the same expectations for classroom management.
- *Presence*: Have assistants stand or sit near or gently tap the shoulder of children who may need help focusing.
- *Pray!* Pray that God would give peace in the classroom and trust him to give you love and wisdom as you serve.

DISCIPLINE POLICY

If a child is misbehaving:

1. **Remind the child of classroom rules** and use redirection, presence, engagement to help.
2. **Separate and Side Conversation.** If the child is non-compliant and continues to misbehave, step to the side with them (always remain in the room) to helpfully separate the child from the situation.
 - Have a shepherding conversation, pointing to the model of love in 1 Corinthians 13 (“John, love is kind. Please be kind by listening to the lesson.”). You could pray with the child and offer reassurance before rejoining the activity.
 - Help the child to reconcile with the offended child if necessary.
3. **Give one warning.** If the behavior continues, warn the student that you’ll need to bring another adult (Team Lead) into the room to address the issue.
4. **Call the Team Lead.** If the child repeats or continues the behavior, follow through on the warning and call in the Team Lead. The Team Lead will take the child aside in the classroom (never alone or in a private place) and determine what to do.
 - If necessary, the **Team Lead will call the parent** to come and explain the situation.

Discipline Notes

- Volunteers should always avoid touching children in instances of disruptive behavior. If the behavior poses harm to the child or other children, it may be necessary to restrain a child by holding their shoulders or hands, etc. However, **no form of physical discipline is acceptable.**
- For young classes, like toddlers, volunteers can also call the Team Lead if one child is inconsolable and needs individual attention.
- Workers are never to speak to a child in a tone or manner that is belittling, threatening or shaming.
- In cases of biting, or when a child harms another child, please contact the Fellowship Kids Director immediately.

Other Classroom Policies

- A lesson plan will be provided for each Fellowship Kids class. Take note of posted schedules in the classroom.
- Only designated Fellowship Kids snacks and water may be offered to children. These are stored in the Teacher Box in the rooms. No outside food or drink other than water is permitted.
- Take note of any allergies by checking each child’s name tag sticker.
- Fellowship Kids Workers and the screened and trained Security team are permitted inside Fellowship Kids classrooms. Guests should be directed to the check-in stations.
- Cell phones must be put away and out of sight while serving. Only use a cell phone for emergencies.
- With the exception of water and coffee, we do not allow outside food and drinks in any of the Fellowship Kids classrooms. Water and coffee cups must have a lid.

- Anyone who notices odd or suspicious behavior from a Worker should immediately step in to protect the child, and then report the concerns according to the following Safety Reporting Plan.
- After events, please put all materials away and wipe down tables, chairs and any other surfaces that were used.
- Some Fellowship Kids classes, like the Infants, may have room-specific policies. Take note of any posted signs.

Health & Hygiene Policy

If a child shows signs of sickness, including but not limited to the conditions listed below, volunteers should notify the Team Lead and the parent to check-out their child:

- Temperature of 100 degrees or higher (in the last 24 hours)
- Vomiting (in last 24 hours)
- Diarrhea (in last 24 hours)
- Severe coughing (in last 24 hours)
- Rash
- Excessive nasal drainage
- Pink eye
- Head lice
- Undiagnosed rash
- Persistent, aggressive cough
- Open skin lesions
- Hand-Foot-Mouth disease (in last 14 days)
- Any infectious disease

Children must be fever and contagion-free for at least 24 hours before entering any classroom.

Children who show any visible signs of illness should not be allowed into the classroom. When addressing this with parents, assure them that we want their child to come back as soon as they are feeling better. If an illness is discovered after a child is in the classroom, remove the child from the room and ask a staff member or a Fellowship Kids Worker to locate the parents.

No medication may be given to any child by a volunteer.

Lice and Contagious Illness

In the event that lice or a contagious illness is discovered/reported in one or more of the classrooms, all parents with children in the class(es) of the affected child and their siblings will be contacted. The classroom will be disinfected.

Allergies/Accidents/Injuries/First-Aid Kit

1. A first-aid kit is located in every classroom, including the storage cabinet in the infants room.

2. Parents are responsible to inform teachers of a child's allergies.
3. All toys, books, etc. in all classrooms are to be cleaned and sanitized at the end of the class.
4. Teachers are to notify parents of all incidents/injuries requiring first-aid or medical attention.
5. If a life-and-death condition occurs, teachers are to call 911 and then notify the parents.
6. Snacks: Volunteers should check children's tags before handing out snacks to ensure there are no allergies.
7. Infants: Never give a child milk that is not their own, water, or another child's snacks.

Universal Precautions

Universal precautions are very effective for protecting both the children and volunteers from illness. These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash or sanitize hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- Remove toys that children have mouthed from the general play area.
- At the end of the session, disinfect the room with disinfectant spray in the Teacher Box.

Technology Use

Workers may only use technology that has been previously approved by the Fellowship Kids Director. The following devices should never be used for browsing on the internet. Technology use must be above reproach and nothing lewd or offensive should be viewed.

- **Cellphones:** Cell phones should only be used in the classroom to text the Team Lead, to send an urgent message, or if they are needed as a timer for a game, etc. Volunteers should never take out their phones to browse or send non-essential messages while charged with watching children.
 - Do not ever let a child hold or use your phone or device, scroll through your photos, social media feeds, etc.
- **TV:** There is a television in the classroom. TVs should only be turned on to play music from the Spotify app (on a Fellowship Kids account) or to watch the Bible lesson or memory verse videos on YouTube (on the Fellowship Kids account).
- **Tablets:** Tablets are to be used only as a roster for the classroom. Please keep the tablet on the Check-In app and do not use the tablets to download other apps or to play videos, music, etc.
- **Photography:** Workers are prohibited from photographing or taking videos of minors while serving in Fellowship Kids. Do not take/post/send/email pictures or videos of minors unless authorized by the Fellowship Kids Director. This is for the protection of children and privacy of families.
- **Social Media:** A worker should never direct-message a child or student over a social media platform.

Sunday Structure

Worship Service Classes

If it is your week to serve, please be at church **at 9:40 am for huddle**. If you are on the Worship Service team, please wear your Fellowship Church shirt or hoodie when you serve.

Before the service:

9:40	Grab your volunteer nametag at the check-in desk
9:40	Attend Volunteer Huddle (in the room beside the check-in desk)
9:50	Switch with the Sunday School team in the classroom
10:00	Classes begin (see Class Time Schedules below)

Before the service ends:

11:20	Have the kids help pick up all toys and clean up messes.
As parents arrive	Check children out using digital roster on tablet, ensuring security codes match on parent and child tags

After the service ends (all kids have been picked up):

	Clean and sanitize toys, books, tables, etc. using items in the cleaning bin.
	Return tablet, Activity Box and your lanyard to check-in desk

Check In and Check Out Procedures

HUDDLE

Worship Service Workers: Volunteer huddle will take place at 9:40 am in the classroom beside the check-in desk. Please grab your nametag at the check-in desk. Huddle will be a brief 5 minute meeting to pray and relay any important information. You will then go to your classrooms at 9:50 am.

You will wear your lanyard and name tag at all times while in the classroom to identify you as a volunteer.

VOLUNTEER TEAM SWITCH

For Infants through Fours: At the end of class, at 9:50 am, the Worship Service Team workers will switch with the Sunday School workers. Never leave children alone with only one volunteer. **Please wait to leave the classroom until both worship service volunteers have arrived** and are ready to take responsibility for the classroom.


- If a worship service volunteer is late, please text the Team Lead who can stand in for that volunteer.

Sunday School workers: Communicate with the Worship Service Team any important information about kids or your class and hand off the classroom tablet to them. ‘

CHECK-IN

Every child attending a Fellowship Kids class is required to be checked in at the front desk by an adult. Do not allow a child to be dropped off in the classroom if they are not on your roster.

- As a child is checked in, two tags will print. The child will wear one tag that includes the following information: name, class, date checked in, 4-digit security code, name and number of person who checked them in, age, and any allergy/medical information.

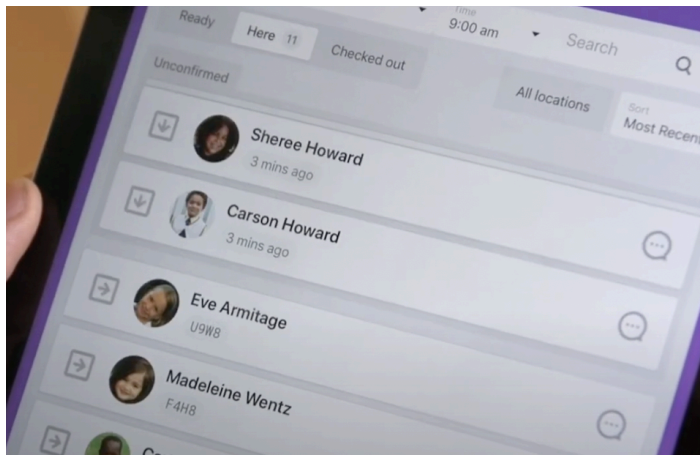
Kevin McCallister <hr/> Lake Avenue #1024: Lake Avenue	8Y2M Kate McCallister (888) 777-2821
8	Fri 12/21 - 6:00am 8Y2M  Retain for child pickup

Please watch this brief video to explain the check-in/check-out process on the roster:

<https://youtu.be/8SKYzzz8nnU> – or read below:

- Volunteers will **check children in** as they arrive at the classroom. Move children down from the *Unconfirmed* list (signed in at the main desk but not yet in the classroom) to the *Confirmed* list by

clicking the box to the left of the child's name.



- If a child being dropped off is not on your roster, please ask them to return to the check-in desk to make sure their check-in location is correct.
- The **child's tag code** will appear under their name on the roster when they have been *Confirmed* and checked-in to the classroom.
- If a child has any **allergies**, those will be noted with the “vitals” sign to the right of their name:



DISMISSAL

The classroom assistant will be responsible for checking children out at dismissal.

- Every parent or guardian must show their tag in order to pick up their child.
 - If the parent has lost their tag, please ask them to show an ID and match it to the name of the person who checked in the child, as printed on the child's tag.
- Match the 4-digit code on the parent's tag to the child's tag and check them off of the roster on the tablet (*click the box to the left of the child's name*).
- Siblings (below 16-years-old) may not pick up a child, even if they have the tag.
- **If you accidentally check a child out too soon on the roster**, go to the Ready tab at the top of the roster, scroll to find the child's name and click the box to the left of their name. This will place them back on your class roster.

CHECK-IN NOTES

- As families approach your classroom, be sure to welcome them with a smile and a friendly greeting. Keep in mind that you are one of the first few people these families interact with upon their arrival at Fellowship Church.
- Receive necessary items from the parents: diapers, pacifiers, etc. Use bag tags to label items.
- Say a quick good-bye to the family and plug the child into an appropriate activity.
- If a parent is dropping off a child for the first time and would like to see the room where their child will be, a staff member may escort the parent to see the classroom and then escort them back out of the classroom. 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 child's program will be required to complete the church's screening and training process to work with minors.

- Workers may only leave classrooms after every child has been picked up and the classrooms have been cleaned. Please contact the Team Lead if a child has remained several minutes after all other children have been picked up. The Team Lead can help locate the parent for pick-up.
- All visitors should be directed to a check-in station, welcome table, or to a Fellowship Church staff member.

Classrooms

CLASSES AVAILABLE

Classes are determined based on the age or grade of the child. The classes are as follows:

- Infants-Walkers (0-24 months)
- Twos (2-year-olds)
- Threes (3-year-olds)
- Kindergarten and Fours (4-5 year olds)
- 1st-3rd Grade
- 4th-5th Grade
- A Mother-Baby room is also available for nursing mothers.
- A Reset Room is available for children during the service (includes a diaper changing station).

CHILD TO WORKER RATIOS

<u>Class</u>	<u>Child to Worker Ratio</u>
Infants	3:1
Toddlers	6:1
Preschool	8:1
Kindergarten	9:1
1st-5 th Grade	10:1

If a classroom has met its capacity on a Sunday, as defined by the ratios above, all children arriving thereafter for that class will be required to remain with their parents..

Every class **must have 2 volunteers** checked-in and present for children to enter classrooms.

SUPPLIES

Each week, supplies for all of the activities/games/crafts in the lesson plan will be provided in the classrooms by the ministry. The supplies provided are highlighted in each week's lesson plan, so you know what to expect.

Teacher Box - stays the same each week

- Cleaning supplies
- Paper (blank and construction paper)
- Tape, scissors, stapler
- Basic First Aid kit
- Snacks
- Bibles and books

Activity Box - specific to each week

- That week's Lesson Plan printed
- Memory Verse poster (monthly)
- Catechism questions posters (elementary classes)
- Weekly activity pages
- Rules poster
- Craft, game, and activity supplies for that week

The Infants through Fours classes will also have **Toy Boxes** and a **Worship Service Box** (toys that are brought out only at the end of the worship service time).

When the class has finished and you have cleaned the room, please put items back in the boxes you found them. You will leave the boxes in the classrooms and the Set-Up team will put them back in storage.

The Set-Up team will put away and rearrange all tables, chairs, rugs, etc. in your classroom. You are responsible for just putting supplies back in boxes.

TEAM LEAD

Each Sunday, there will be a Team Lead whom you can contact with classroom needs or for disciplinary issues (see Discipline Policy). The Team Lead's name and number will be posted in the classroom every week.

Curriculum

THREES - 5TH GRADE

Our lesson plans are based on the content from [The Gospel Project](#) that is put into class-specific Fellowship Kids templates and schedules. (See an [example lesson plan](#) included in the *Additional Resources*.)

Sunday School Content

Over the course of three years, the lessons will cover the narrative of scripture, from Genesis to Revelation. Lesson plans will include:

Fellowship Time & Activity Pages: An important element of our Sunday School classes is providing time for kids to meet and fellowship with children their own age. For the first 10-15 minutes of class, we encourage you to get to know your students and have children catch up with one another. This is a time to hear about their weeks and follow up on prayer requests. If you'd like, you can also have children complete the week's activity pages (provided in the Activity Box each week) as they wait for classmates to arrive.

Review Rules: Teams are encouraged to repeat the classroom rules at the beginning of each class (see Children's Expectations). Volunteers can refer back to these rules in helping to redirect children and manage the classroom.

Activity: Each week there will be an activity related to the lesson that gets kids moving and engaged. All supplies for the activity will be provided in your Activity Box each week.

Catechism Question (Fours - 5th Grade): We teach children catechism questions from a simplified version of the Baptist Catechism - [A Catechism for Boys and Girls](#). These questions teach children foundational doctrine, and are a good stepping stone to the Westminster Catechism.

Lesson: The length of lessons will vary by age. You are welcome to teach it any way you like and find most comfortable: reading it, teaching extemporaneously, acting it out, drawing on the whiteboard, moving around the room, etc. Importantly, we ask that you always point children to where in the Bible this passage is found before you begin.

Bible Story Video & Review Questions (Sword Method) (K-5th Grade): You can show the Bible story video as a review.

- The Bible lesson videos are located on the **YouTube app** on the classroom TV. Make sure you are on our Fellowship Kids account (left sidebar) > go to Library (on left sidebar) > click Playlists > choose your classroom.

The review questions will be the same four questions each week that are based on the Sword Bible Study Method. (See the [Bible Reading Questions](#) in Additional Resources). You'll help children read and find in their Bibles a few verses from the Bible story passage and ask the following questions of it:

1. What does the passage say about God?
2. What does the passage say about me/us (man)?
3. What are the commands or examples to follow in this passage?
4. What are the sins or examples to avoid in this passage?

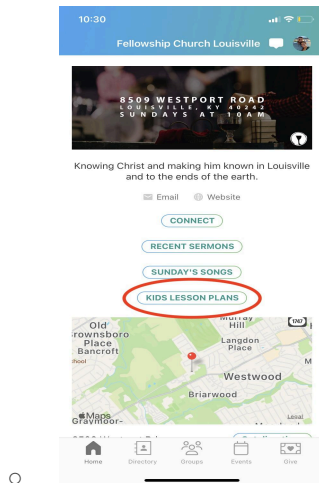
Memory Verse: Classes will review a verse for four weeks, and you will memorize 3 verses with your class over the term.

- Memory verse games and activities will be included in the lesson plan (supplies for those activities will be provided in the Activity Box), but again, feel free to try new memory games as you would like.

Delivery

Lesson plans for the month will be available to you:

- Online:
 - On the Church Center app, click Kids Lesson Plans on the home page.



- On Fellowship's website under the Fellowship Kids section of the Grow page:
<https://fellowshiplouisville.org/fellowship-kids-lesson-plans>

- Sent via email each week to teachers and assistants per their request
- Printed out in the classrooms each week

TWOS

Our Twos class uses a curriculum from Truth78 called [A Sure Foundation](#). Lessons are very simple and short (5 minutes). In the teacher's binder is: each week's lesson plan, visuals to use while teaching, coloring page, memory verse poster, take-home papers for parents. (The memory verse poster and visuals will be laminated and put in your Activity Box each week). Children will learn the following lessons along with a memory verse two terms in a row:

1. God made everything
2. Only God is big
3. God is good
4. God always wins
5. God knows everything
6. Only one God
7. God is everywhere
8. Jesus is here!
9. We love Jesus
10. Jesus is the King
11. Jesus loves me
12. Jesus is a friend
13. Jesus is alive

INFANTS & WALKERS

Serving in the nursery is a chance for volunteers to intentionally love and serve infants and their families through a few elements:

Prayer

Every Sunday, volunteers will pray for each child by name while serving. You are welcome to pray for anything that God lays on your heart and mind as you hold or play with an infant. However, as a help, we will have a Bible verse

and a prayer topic posted in the room that rotate each week. You can pray this verse over each child and pray for them according to that topic (i.e. salvation, obedience to parents, love of God's Word).

You may not see the fruit of what you pray for now, but no prayer is wasted or unproductive in the kingdom. Who knows what God will be pleased to do as you petition Him for a child's salvation, spiritual growth and obedience. Before these babies even talk, saints in the church have held and prayed for them by name.

You can also ask parents as they drop children off if they have any specific prayer requests that week that you can pray for. There will be a whiteboard in the room where you can mark when a child has been prayed for and any notes they may have.

Arrival

- Come to the door to greet the families and offer to take the baby in your arms.
- Make sure the parent has put the child's name tag on their diaper bag.
- If the parent gives specific instructions for their child, you can write those on the whiteboard in the room.
- Place the diaper bags on the desks behind the curtains so that children do not have access to them.
- Ask the parent if the infant has any allergies and if you can give them organic puffs for snack time (in Teacher Box). It is the parents' responsibility to let you know of any allergies.

Snacks & Milk

- If a parent has provided snacks for the child or given instructions about food/milk, you may give them to the child as needed. Give these things only in the manner the parent instructed.
 - You can and should text the parent (their number is on the child's name tag) if you have a question about their food or drink.
- Pass out the puffs to children if they need a snack or didn't bring anything with them. Be sure to check their nametag and the class roster for allergies before you pass it out.
- Never give a child milk that is not their own, water, or another child's snacks.

Pray & Talk

- Use the Scripture Verse posted in the room to pray over each child at some point during the class time. A Prayer Topic poster is also in the room to help guide your prayers.
- For older infants, talk with them through the Truth Statement poster in the room that week ("God is good" "God is big!"). You can also use that truth to pray over the children this week.

Play Time

- Cuddling and distraction with toys or books go a long way in helping an infant adjust to the room.
- Once all of the children have arrived, it is best to close the nursery door to reduce noise and an infant's anxiety seeing parents/adults outside.
- You can use the Spotify app on the TV in the room to play music.

Leaving the Classroom

- Spray down the toys with the nontoxic cleaning solution in the Teacher Box.
- Put all toys and supplies back into the boxes and turn off the TV if it was used.

GOSPEL PRESENTATION FOR KIDS

You will not likely be presenting the gospel from start to finish each week. Rather, it will happen more organically as it relates to the lesson and as children ask questions. We don't want to advocate for one certain way or technique of presenting the gospel (i.e. 3 circles, Gospel Wheel) because each opportunity to share the gospel is unique.

However, we would encourage you to [know and memorize a few key verses](#) that lay out the gospel message. Knowing these verses, you can share the gospel message with anyone, from any angle, using any technique, always bringing it back to scripture.

- See [Gospel Presentation for Kids document](#) in Additional Resources for verses to memorize and links to example videos.

Rules: Children's Expectations

We are asking teachers to review the classroom rules with children **first thing** each Sunday. This will be noted on the lesson plans and the rules poster will be in each classroom. Volunteers can refer back to these rules in helping to redirect children and manage the classroom. See the [Classroom Management Overview](#) for more details on the Fellowship Kids Resources page on the church app.

Younger Classes (Twos - Kindergarten)

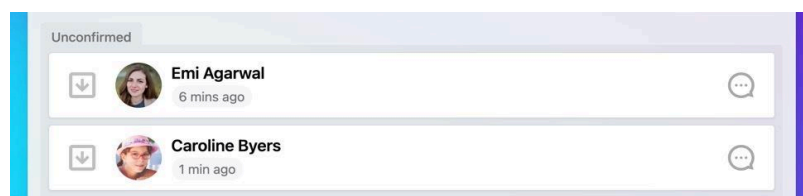
1. Be kind and respectful
2. Listen and obey
3. Keep your hands and feet to yourself

Older Classes (1st-5th Grade)

1. Be kind and respectful
2. Have a heart of obedience
3. Have self control

Contacting Parents In Service

1. *Primary and preferred method* - **Volunteers can easily text a child's parent from the classroom tablet.** *Note: Parents will not be able to respond to these messages.*
 - a. On the roster on the tablet, click the bubble icon to the right of the child's name, and it will pull up a pre-typed message for you to send.



2. *Secondary Method* - If parents do not respond to the pre-typed template, volunteers may send a text to the phone number printed on the child's tag using their personal phone.
 - a. You can also contact the Team Lead to let them know that a parent is not responding.

Emergency Procedures

A member of the safety team will always be posted in the church lobby. They are available to help and direct with any safety concerns. If any event occurs, workers will be updated on the status of the situation from the classroom tablets.

The Set-Up Team will unlock the classroom doors in a way that when the door is closed, no one from the outside can enter, but those in the classroom are able to open the door.

In any emergency situation:

- Take a headcount of how many children are in your classroom.
- If exiting the building, go to the parking lot at the bottom of the hill (across the street from the playground). Parents will pick-up children here.
 - Take a headcount of children when you arrive at the parking lot.

Evacuation/Fire:

In the event of an evacuation or fire, volunteers must count all the children in the room then lead them out of the exits and re-count the children when they are in the designated area.

Follow the evacuation routes as directed on the maps posted on the walls by the doors.

For classes on the first floor, lead children to the left out the classroom door (towards the check-in desk) and exit the building either through the double doors behind the check-in desk. Then lead children to the parking lot at the bottom of the hill (across the street from the playground).

For classes on the second floor, lead children down the stairs (closest to the check-in desk) and then through the double doors behind the check-in desk. Then lead children to the parking lot at the bottom of the hill (across the street from the playground).

Power Outage

If a power outage occurs, children should be kept calm and secure in the current classroom, or will be moved to a safe place by a safety team member and kept there until their parents arrive.

Severe Weather/Tornado

In the event of severe weather or tornado, workers are to lead all children to the hallway, away from windows and doors, get down to the 1st floor if on the 2nd floor, and have everyone get in a protective position. After the threat recedes, workers are to lead children back to the classroom for parent pick-up. If the severe weather caused damage to the building, workers are to lead children outside to the parking lot at the bottom of the hill for parent pick-up.

Earthquake

At the first indication of ground shaking, all teachers and children are to crouch under a desk or table. After the quake, workers are to lead their class out of the building and to the parking lot at the bottom of the hill (across the street from the playground).

Facility Lockdown (for lost/missing children)

In the event of a lost or missing child, children and volunteers are to remain in their classroom and all exits to the facility closed. A search for the child will be conducted and parents notified. Local authorities will be contacted if necessary.

Live Threat/Critical Incident

A live threat includes an active shooter or some other type of security hazard.

1. **ALERT:** Initial alert may be a gunshot, announcement, or call.
2. **INFORM:** Communicate real time information on shooter location. Use clear and direct language using any communication means possible.
3. **EVACUATE:** Run from danger when safe to do so using non-traditional exits if necessary. Assemble the parking lot at the bottom of the hill (across the street from the playground).
4. **LOCKDOWN:** If evacuation is not a safe option, barricade entry points and make sure the door is locked. Prepare to evacuate or counter if needed.
5. **COUNTER:** As a last resort, distract shooters ability to shoot accurately. Move towards exits while making noise, throwing objects, or adults swarm the shooter.

After the area has been made safe and secure by police, a staff member will communicate an “all clear” sign to anyone who is in lock-down mode.

Accidents, First Aid and Medical Emergencies

All classrooms are equipped with basic first aid kits in the Teacher Box. An Automated External Defibrillator (AED) is located in the lobby/cafeteria. In the event of life-threatening injury or illness, emergency medical services will be called and parents should be located and informed immediately.

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

- Keep calm and keep children and the injured person as calm as possible.
- Speak reassuringly to the child.
- Call the Team Lead immediately
- Do not move the injured child and do not leave them alone.
 - Send a fellow Worker to contact or find the Fellowship Kids Director or staff member immediately.
- If life threatening, call 911 immediately, otherwise the director or staff member will call 911.
- The director or staff member will then contact the parent and explain the situation.
- If the child is to be transported to the hospital and the parent cannot be located in time, the director or staff member will accompany the child to the hospital.

- The director or staff member will follow up with the parent as needed.
- Workers must complete an Incident / Injury Report Form for all injuries, whether major or minor prior to leaving the premises on the day of the accident. Incident / Injury Report forms can be found at the check-in desk. A staff member will print an extra copy so you can give one copy to the parent.
- Fellowship Kids workers should never dispense any over the counter or prescription medications. In the event that a child needs more attention than we can provide, the parent will be notified.

Child Safety Coordinator

Role and Responsibilities

- The Child Safety Coordinator is responsible for the execution of all safety policies laid out by Fellowship Church.
- The Child Safety Coordinator works with elders and various staff to prevent and respond to threats to the safety of children.
- The Child Safety Coordinator may also assist with training workers in best practices according to Fellowship Church's policies and procedures.

You can read Fellowship's full [Child Safety Policy here](#)

Abuse and Safety Reporting Plan

Fellowship Church is committed to providing a safe, secure environment for children and their families and has zero tolerance for abuse in ministry events. It is the moral and ethical responsibility of every Worker at Fellowship Church to act in the best interest of all children.

In the event a Worker observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations according to the following Safety Reporting Plan. Failure to report/complete documentation will result in disciplinary action up to and including permanent dismissal from serving with minors at Fellowship Church.

Reporting Abuse

Kentucky is a mandatory report state for suspected child abuse. If you suspect a child is being abused or neglected, it is your responsibility to make a report immediately.

1. **Call:** National Child Abuse Hotline 1-800-4-A-CHILD or the Kentucky Child Protection Hotline 1-877-KYSAFE1

2. **Child Abuse Reporting Form:** Document all concerns with date, time, location, witnesses, names of parties involved including names of the involved parties, and any other details you can. [Child Abuse Reporting Forms](#) are located at the check-in desk.
3. **Notify:** Notify Fellowship Church by contacting the Crisis Response Team at childsafety@fellowshiplouisville.org or at least one staff member listed in the section below.

Clay Kelly	lynnandclay@msn.com	Elder in charge of Safety
Scott Allen	scott@fellowshiplouisville.org	Preaching Pastor
Kyle Baldwin	kylebaldwin@fellowshiplouisville.org	Director of Student Ministry
Melanie Graham	melanie@fellowshiplouisville.org	Director of Kids Ministry
Ivy Frazier	Childsafety@fellowshiplouisville.org	Child Safety Coordinator

Reporting Grooming Behavior

Workers are required to report 'grooming' behavior, policy violations, any breach of Code of Conduct or any suspicious behaviors within 24 hours to Fellowship Church by one of these two ways:

- Notify the Crisis Response Team using the childsafety@fellowshiplouisville.org email address. Include all information related to the concern.
- OR
- Notify at least one of the Fellowship Church staff members listed in the chart above.

All information reported and the identity of the reporter will remain confidential on a need-to-know basis only. A report of alleged misconduct made in good faith will not be grounds for discipline, even if no misconduct is uncovered.

Fellowship Church will take appropriate disciplinary action, up to and including termination, against any worker who retaliates against another worker who made a good faith report in accordance with this policy.

Reporting Protocols

Upon initial report of an incident, a thorough written incident report should be completed as soon as possible by both the reporter and the receiver of the report and the completed report should then be immediately given to the Child Safety Coordinator as the point-of-contact for the Crisis Response Team. Fellowship Church's Crisis Response Team, with the elders, will follow all state and local mandatory reporting laws, evaluate needs, request additional information, may consult with legal counsel, determine whether and when to make notifications, and construct safety and support plans.

How to Receive a Disclosure from a Child

- Focus on *listening*, not probing. Let the child talk.
- Ask if the alleged victim(s) (if not the child) is at Fellowship Church.
- Ask if the alleged offender is at Fellowship Church.
- Refrain from expressing any opinion except sympathy and concern.
- Ensure the child making the disclosure knows you believe he or she did the right thing by telling you.
- Focus on the immediate safety of the alleged victim, and the child talking to you. They may fear retribution from the alleged offender, or the church adults who may trust the offender. It's okay to ask if they are afraid.
- Tell the child you are a mandatory reporter, and you are required to share the information in order to prevent further abuse. Even if the abuse is in the past and there is no current danger to the alleged victim(s), local law enforcement must be notified in order to facilitate an investigation. There may be additional victims, so every allegation must be investigated.

Enforcement of Policies

Fellowship Church Workers who supervise other Workers are charged with the diligent enforcement of all church policies and procedures. Violations of these policies and procedures are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for Workers. Final decisions related to policy violations will be the responsibility of the staff overseeing the ministry.

No Right to Privacy

Workers have no right to privacy or confidentiality regarding their own violations of child safety protocols.

Confidentiality

Fellowship Church will work on a need-to-know basis, keeping the circle as tight as possible in order to preserve the privacy of the victim(s) and accused and their families. Breach of confidentiality is a serious offense and will be grounds for immediate dismissal from the investigation and further service with Fellowship Church safety roles.

Code of Conduct

To provide a safe and healthy environment that helps advance the spiritual, intellectual and social well-being of our children, all workers affirm and agree as follows:

I ACKNOWLEDGE AND AGREE TO ABIDE BY THE CHILD PROTECTION POLICIES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- ☐ I will comply with all training, directions, and supervision while serving as a childcare worker.
- ☐ I will not act or behave in any way that jeopardizes the health and safety of a minor in my care.
- ☐ In connection with my childcare service, I will refrain from meeting alone with a minor except in an open area or space that is visible to other adults. The only exceptions are (a) with my own child, (b) in the case of an emergency, or (c) clear and unequivocal authorization from a child's parent.
- ☐ I will refrain from contacting a minor or allowing a minor to contact me through any form of personal communication such as personal cell phone, email, or social media.

- ☐ I will not offer or allow the use of tobacco, alcohol, incendiaries, matches, lighters, or other illegal substances by a minor in my care.
- ☐ I will not give any medication to a child.
- ☐ I will be alert to potential safety risks and take action to prevent injury to minors. I agree to document any accidents, injuries or reasonable suspicions of abuse and report accordingly, consistent with applicable mandated reporter obligations.
- ☐ I will not allow any type of harassment or bullying of another, whether in person, through social media, or otherwise. If I see any type of harassment taking place, I will seek to intervene in an appropriate way and immediately notify leadership of the issue.
- ☐ I will not use any sexually charged language, profanity, or language drawing attention to people's genitals. I will respect others and avoid any type of similarly inappropriate misconduct, which can include inappropriate or suggestive comments, gestures, or physical contact, written or social media communication.
- ☐ I will respect the privacy of minors when they use restroom facilities. In the case of minors that are too young to use the restroom on their own, I will contact the child's parents to take them to the restroom individually. For elementary-aged children, I will allow only one boy and one girl into their designated restrooms at a time. I will ensure that no other adult is in the restroom when sending a child in.
- ☐ I will not show, discuss, or distribute any pornographic or indecent material to a minor, including but not limited to photographs, video, social media, or other media.
- ☐ I will refrain from giving gifts of any kind (money, clothing, jewelry, books, etc.) prior to discussing it with leadership and, if leadership recommends doing so, seeking and receiving permission from the intended recipient's parent/guardian.
- ☐ I understand that I am a Mandatory Reporter under applicable law. I therefore am legally required to report any suspected sexual or physical abuse or neglect of a minor of which I witness or become aware, to government authorities such as a state children protection agency or the local police. I agree to comply with such requirements and to report such matters to supervisory personnel. I understand that any such internal reporting is in addition to legally required reporting to government authorities.
- ☐ I agree to respect the confidentiality and privacy of minors, unless a Child, Youth, or Vulnerable Adult is in danger, in which case I will notify the police or other appropriate civil authority, as well as the leadership of the organization.
- ☐ I understand that in the event that my personal conduct or behavior is deemed a violation of the child protection policies, I may be subject to the termination of my ability to serve and other adverse consequences.
- ☐ I agree to follow all the directives of the policies, and comply with the information given in my training orientation.

Signature

Fellowship Church requires that everyone serving with minors in Fellowship Kids signs this form, acknowledging that they understand and agree to abide by the policies and procedures that Fellowship Church has put in place to keep its children safe.

By signing this form, I acknowledge and agree to follow the Policies and Procedures and Code of Conduct. I understand it is my responsibility to notify Fellowship Church staff or elders if anything changes regarding my qualification to work with minors.

Signature _____

Print Name _____

Date ____/____/____