



CHILD-VOLUNTEER PROTECTION HANDBOOK

For Children Ages 0–17 and the Volunteers Who Work with Them

Updated June 2020

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FBC's Vision Statement

We exist to delight in, display and declare the glory of God, equipping his people to spread that delight to all nations through Jesus Christ.

Our Goal in Kids Ministry

FBC's Kids Ministry exists to come alongside parents as a help for the disciple-making of the next generation of disciples through biblical teaching, care and love.

Definitions

The following are terms used in this policy and their definitions:

- **Assistant Pastor/Family & Youth Pastor:** Kevin Schaub is the Assistant Pastor/Elder on staff who oversees and directs FBC Durham's Kids and Youth Ministries.
- **Background Check:** The process of looking up and assessing criminal records and other relevant information of an individual in order to determine his or her qualifications to serve as a volunteer in a given area.
- **Child:** Any child between the ages of 0–17 in the care of FBC Durham.
- **Child Abuse:** Any physical, emotional or sexual maltreatment or neglect of a child as defined by state law.
- **Child Protection Policies:** Any courses or principles of action adopted by a group or party in order to ensure the protection and safety of a child.
- **Children's Ministry Coordinator:** Kristen Snyder coordinates the childcare and ministry programs of the Kids Ministry.
- **Church Member:** A covenant church member in good standing of FBC Durham.
- **Communicable Illness:** An illness that can be easily spread from one person to another.
- **Emotional Abuse:** A form of abuse characterized by a person subjecting or exposing another to behavior that is psychologically harmful.
- **EpiPen:** An epinephrine auto-injector (or EpiPen) is a medical device used to deliver a measured dose (or doses) of epinephrine (also known as adrenaline) using auto-injector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock.

- **Qualified Volunteer:** A person who has applied to serve in FBC Durham’s Kids or Youth ministries (almost always a church member) and has submitted to a criminal background check and participated in any required trainings/safety orientations.
- **Physical Abuse:** Abuse as defined by state law involving contact intended to cause feelings of intimidation, injury, or other physical suffering or bodily harm.
- **Sexual Abuse (Child):** Child abuse of a sexual nature according to state law, including inappropriate touching, sexual acts, displays or uses of pornography involving a child.
- **Visitor:** Non-church members, whether new or longtime visitors.
- **Volunteer:** Person committed to serving in occasional or consistent work in a particular ministry area; similar terms include worker, caregiver and teacher.
- **Volunteer-to-Child Isolation:** Any time when there is only one volunteer present with a child or children.
- **Youth:** Any child between the ages of 11–17 in the care of FBC Durham.

Overview of Policy

We are committed to the following:

- Screening all volunteers working with children
- Requiring periodic training for *all* volunteers
- Utilizing child and volunteer check-in/check-out procedures for the Kids Ministry
- Enforcing volunteer-to-child ratios that optimize safety
- Equipping each department with first aid kits and informing parents of any injury to their child
- Educating volunteers about recognizing child abuse and reporting procedures
- Adhering to a “well child” health policy for admittance to the Kids Ministry departments, and routinely sanitizing toys, tables and other furniture in the preschool areas
- Adhering to the two-volunteers per room policy
- Ensuring that volunteers are not in isolated settings with children

Parameters of Policy

This policy applies to children who are voluntarily placed by parents under the responsibility of the Kids Ministry, Youth Ministry, and International Kids Ministry during regular church-sponsored activities. Any activity not directly related to these ministries is not covered by this policy.

Staff & Volunteer Expectations

All staff and volunteers share a particular responsibility for:

- Loving the children in their care as Christ loves them
- Setting an example of Christlikeness
- Understanding that serving in the care of children is not a right, but a privilege
- Committing to serve for at least one full year (September–August), whenever possible

Protecting Children Before Arrival

In an effort to ensure a safe environment for children at FBC Durham, all Kids Ministry volunteers must meet the below criteria:

- Volunteers must be members in good standing of FBC Durham. (If a non-member youth or college student would like to serve, they must be recommended for serving by the Youth Pastor or College Director. A youth or college student volunteer must be paired with at least one adult FBC member volunteer.)
- All volunteers must complete the volunteer application, provide references, and complete a background check. Background checks must be renewed every 3 years.
- The elders will be consulted if there are any concerns regarding a volunteer's qualifications.
- All volunteers must complete an initial training session or approved equivalent before being allowed to serve. Sunday Bible for Life and Wednesday The Gospel Project volunteers must be retrained in critical areas every year. Extended Care volunteers must be retrained in critical areas every 2 years.
- For the preschool department, all caregivers must be 18 years of age or older in order to be considered an "adult" (fully qualified) volunteer.
- Youth-aged volunteers should be at least 12 years of age and must be paired with an adult female volunteer in most cases. Youth ages 16–17 can serve in the Kids Ministry as a helper paired with a qualified FBC adult volunteer. Youth ages 12–15 can also serve as a helper, but

only when paired together with one of their parents. Certain tasks and responsibilities can only be carried out by fully qualified adult volunteers (e.g., changing diapers or assisting in the restroom).

- In an effort to minimize distractions and maximize safety in the classroom, we ask volunteers to allow only one of their children (under the age of 11) to assist them in a childcare setting. If you have other children in other preschool classrooms, you may let them stay in their classes while you serve. When possible, please make other arrangements for your additional children to participate in the corporate worship service.

FBC Durham reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to: refusing or failing to complete screening, failing to provide requested information, providing information that is false or misleading, sin issues that compromise the applicant's or volunteer's ability to care for children, any criminal report or charge, obtaining information from references or criminal record checks that suggest the applicant is not suitable for serving children.

Protecting Children During Arrival & Departure

- Volunteers should arrive *at least 10 minutes prior to the start of a session*.
- Parents should make an effort to pick up their children within 10 minutes after the conclusion of Bible studies, childcare, etc.
- Two adults should wait with the children in the classroom until all children under their care have been picked up.

Check-In/Check-Out Process

- All Kids Ministry volunteers should check-in at the designated kiosk upon arrival. Volunteers should place their name tag on their shirt or blouse.
- Parents/guardians should check-in each of their children, apply the appropriate name tag to their child's clothing and bag. Visitors will be assisted by the Children's Ministry Coordinator or other host.
- All parents/guardians should keep their claim tag in their possession upon leaving the Kids Ministry area. The claim tag contains a registration number used for paging parents during corporate worship and for picking up children at the end of the service.
- A parent/guardian must make prior arrangements with the Children's Ministry Coordinator or scheduled host in order for us to allow someone other than the parent/guardian or spouse to pick up the child at the end of a session.

- The parent should also note any allergies or special needs a child may have upon check-in, including infant care, such as feeding, nap times, and diaper/potty training needs.
- At check-out, parents/guardians of preschool children should present their claim tag when asked. Only parents should pick up children. Caregivers will not release a child to siblings, or if there is any uncertainty as to whom the child should be released. Exceptions may be made to allow a sibling 16 years or older to pick up their younger siblings, if parents make prior arrangements with the Children's Ministry Coordinator.
- Students in the Youth Ministry are not required to check-in or check-out but are expected to remain in the care of Youth Ministry leaders from start to finish of Youth Ministry activities.

Protecting Children During Care

- *FBC Durham is committed to reducing isolation by adhering to the following:*
 - Two fully qualified volunteers should be present in each classroom at all times.
 - In most cases in the Kids Ministry, one of those volunteers should be an adult female (any exceptions to this rule must be made by the Children's Ministry Coordinator or Assistant Pastor).
 - Parents should not leave their children in a classroom until both volunteers have arrived. A lone volunteer may receive children into their care, if a parent steps in while waiting for the other volunteer to arrive. The parent stepping in should only help watch the children, unless he or she is a fully qualified Kids Ministry volunteer.
 - All rooms should have open doors (full or half) or window blinds open in order to ensure visibility.
- *Child-to-volunteer ratios. In addition to having a minimum of two volunteers present, the following ratios should be maintained whenever possible during regular meetings:*
 - Children 0–1: 1 volunteer per 4 children
 - Children 2–3: 1 volunteer per 6 children
 - Children 4–11: 1 volunteer per 8 children
- *Restroom Procedures & Policies (Not Youth):*
 - Parents should check diapers or take their potty-trained children to the restroom prior to a session.

- All children and volunteers using or assisting in the bathroom should wash their hands with soap and water when finished.
 - No male volunteers should assist a child in the restroom or change diapers.
 - Volunteers should wait outside the closed restroom door unless the child requires assistance, in which case, the door should remain open.
 - If a child needs to use a restroom accessible to adults or youth, volunteers should check to make sure the restroom is empty before allowing a child to go in, and wait outside the door, not allowing anyone else to enter until the child is done.
 - All children in diapers should be put in disposable diapers while using the preschool facilities.
 - Until completely potty trained at home, please use pull-ups during the training period since accidents frequently happen.
 - *Caution:* Parents, we encourage you not to allow your young children to go alone to a restroom accessible to adults or youth.
- *Appropriate Correction of a Child:*
 - All volunteers are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play and interact with others.
 - We expect children, beginning in the Frogs class, to begin to listen during story time, share with each other, take turns, and treat others with respect. We expect caregivers to be obeyed.
 - Volunteers should maintain this atmosphere by:
 - Preparing beforehand and praying for the children in their class.
 - Giving children brief and clear instructions.
 - Proactively and positively directing children toward acceptable behaviors.
 - Verbally encouraging positive behavior.
 - Correcting or redirecting inappropriate behavior when necessary. Acceptable means of redirection include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating him or her from the group for a brief time.

- Specific steps for correction include:
 - Removing the child from the situation and speaking to him or her in private (but still visually accessible).
 - Gently pointing out the problem using simple terms, requesting that he or she stop the behavior.
 - When appropriate, asking the child to apologize, and encouraging the offended child to accept the apology. If a child is unwilling to apologize, a brief timeout may be used at this time. Time outs should be spent in a chair and should be about 1 minute for each year of the child's age.
 - Volunteers should strive to be consistent with all children in their care.
 - Volunteers should *never* yell at, spank, or hit a child. If a child's behavior is uncontrollable, the Children's Ministry Coordinator and the parents should be notified. In all cases, parents should be informed of any significant or ongoing incidents.
 - For behavioral problems that require the assistance of the Children's Ministry Coordinator during the Worship Service, please enter "00" into the paging system located in the Butterflies classroom (G123).

Physical Touch Policies

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or of showing godly love and care, it can also easily be misinterpreted. The following policies are therefore in place because we desire to protect both our volunteers and the children under our care in this area.

Volunteer-to-Child:

- Volunteers should always remain in open sight of other adults.
- Appropriate physical contact varies according to the age of the child. What is usually considered appropriate for preschool aged children (e.g., holding, rocking, sitting on laps) is not considered appropriate for elementary aged children.
- In some situations, male volunteers should limit physical contact more than female volunteers in the same situation.
- All volunteers should refrain from the following activities: rough-housing, wrestling, or giving shoulder or piggyback rides to children.

- Only females may change diapers. Only females will be allowed to assist in children in the bathroom/potty.
- Volunteers should use care and discernment when hugging a child. Brief side-hugs when greeting or comforting a child are generally appropriate. Prolonged, frequent, or frontal hugs are not appropriate.
- In older children's classes, volunteers should not initiate hugs, particularly towards children of the opposite sex. If an older child initiates a hug, redirect them to a more appropriate contact, such as a brief side hug or a "high five."
- Volunteers must only touch children in "safe" areas and for brief times, with no rubbing or massaging. "Safe" areas include hands, arms, shoulders, upper back, or gentle pats on the top of a child's head. Volunteers should never touch a child on or near any region that is considered private or personal, unless changing diapers or assisting preschool children in the potty.
- Volunteers should never touch a child out of frustration or anger. Physical discipline is not an appropriate means of a volunteer correcting someone else's child.
- If there are any questions about how to interact with children in an appropriate manner, please feel free to direct your concerns to the Children's Ministry Coordinator or Family & Youth Pastor.

Child/Teen-to-Child/Teen:

- Children under 18 should never be alone together while under the responsibility of the Kids Ministry or Youth Ministry.
- No inappropriate touching of any kind will be accepted.
- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Adult Visitors in the Classroom

For the Kids and Youth ministries at FBC Durham, it is permissible to allow a parent to join their child in class. The guest should not be considered an adult volunteer, and therefore should not be entrusted with caring for the children in a class. If any concerns arise for the welfare of the class over a visiting guest, the guest should be kindly but firmly dismissed. In the case of a preschool aged child dealing with ongoing separation anxiety, the Children's Ministry Coordinator should be consulted for further suggestions.

Security Doors & Cameras Policies

For added security, the Kids Ministry area is equipped with security doors and cameras. There are many benefits to using these systems. Security doors help direct traffic around Kids Ministry area and reduce the possibility of unauthorized persons accessing the space during childcare and ministry sessions. Cameras can help deter criminal behavior, resolve disputes, and offer peace of mind for parents and caregivers. The following policies are in place for the security doors and cameras systems.

Security Doors:

- **Locations of Security Doors.** There are three sets of interior security doors in the Kids area. The first set is located at the north end of the main hallway near the nursery rooms. The second is on the south end of the hallway near the preschool rooms. The third is located at the Children's Hall west exit.
- **Operation Schedule.** The security doors will operate on a schedule during regular church-related Kids Ministry activities and childcare slots. They will remain open during normal drop off/check-in and pick up times. When closed and locked, the doors can be opened by entering a valid code on the door's keypad.
- **Access Codes.** When doors are closed and locked during sessions, parents/guardians can access the Kids space by using their assigned access code or key fob, or by requesting assistance from staff or security. Visitors with children will be provided temporary access codes upon check-in. During Kids Bible for Life on Sundays and Wednesday Night Kids Bible Study, only qualified volunteers, parents, security, church staff, and elders should have access to the Kids area. Access codes/key fobs should not be shared.

Security Cameras:

- **Notice of Cameras in Use.** Signs are posted in various places in the Kids area indicating that cameras are in use.
- **Respecting Reasonable Privacy.** Cameras are placed in plain sight in hallways, nursery and preschool classrooms, and at access points. They are not placed in view of bathrooms or in other private spaces out of respect for reasonable privacy. Signs are posted in areas where cameras are in use.
- **Recording and Storing Video Content.** Cameras begin recording upon motion activation or during regularly scheduled activities. Content is not actively monitored, but instead recorded and stored to view only when necessary. Recorded content is stored securely on a local server for approximately three months or until storage space is full. Audio/voice is not recorded.

- **Data Security.** All video footage is stored securely on a local server and is only accessible to authorized persons. Content will only be shared with parents upon their request, or law enforcement by court order or warrant.
- **Procedures for Accessing Content.** Parents/guardians who wish to view security footage of their child's classroom or activities should contact the Children's Ministry Coordinator, Family & Youth Pastor or Security Team to arrange a time to access the video. At least two staff members or elders should be present when accessing the feed, and only those portions of the footage relevant to the child should be shared with the parent/guardian.

Sudden Illnesses, Accidents & First Aid

All areas of the church are equipped with nearby basic first aid kits. Volunteers should be familiar with their contents and uses. Neither church volunteers nor staff will give any medication to any child, with the exception of staff/teachers who have been instructed by a parent with a highly allergic child in the need for and use of an Epi-Pen.

In the event of an accident or sudden illness, the below procedures should be followed:

- **Deal with the situation.** Appropriately care for the injured or ill person and administer *basic* first aid as necessary. In the event of a serious or life-threatening injury or illness, emergency services (911) should be called first, and then the child's parents should be notified immediately. If a serious incident happens in childcare during a worship service, a volunteer should enter "99" into the paging system located in the Butterflies room (G123).
- **Secure the area.** If there is blood or other bodily fluid, slippery areas, or damaged property, keep others away from the area by blocking it off until maintenance or staff can address it. This will help prevent others from being injured.
- **Contact staff leadership.** Call the Family & Youth Pastor, Children's Ministry Coordinator, or one of the elders, if they are not already at the location at the time of the incident. People who are responsible for the building need to know what is happening.
- **Clean up the area.** After given authorization, have maintenance or other staff clean up any mess left behind by the injured person, medical staff, damaged property or others. Use proper procedures in handling bodily fluids or sharp material.
- **Complete the proper incident report.** Volunteers in the Children's Department should complete a *child injury report* for all injuries (see the appendices for these forms), whether minor or major. For any injury requiring a child to be removed from the church for further treatment, a *severe incident report* should be completed. Youth workers should report significant injuries during youth activities as well.

- **Follow up.** A member of the staff or elders should call to check on the status, if there is an injured child.

Food & Drink Policy

- For nursery and preschool classes, parents should be careful to note on the child's name badge (and through our check-in software) any food allergies their child has, and if they do not want the church to provide snacks or drinks to their child. Known allergies are also posted on the snack cabinets and noted in the emergency folders in each classroom.
- Parents wanting caregivers to bottle-feed their babies should consult with the Children's Ministry Coordinator prior to the beginning of a session.
- Caregivers should always check each child's tag before serving snacks or drinks.
- No hot drinks are allowed in the Children's area during Kids Ministry activities or childcare.

Well-Child Guidelines

FBC Durham desires to prevent the spread of communicable diseases among children and volunteers in our group ministries. We ask that all staff, parents and volunteers be familiar with, and abide by, the following Well-Child Guidelines and Universal Precautions. Classroom volunteers or church staff are permitted and encouraged to refuse a child's participation in an activity if he/she is presenting these listed symptoms.

In addition, in certain instances, FBC Durham reserves the right to request clearance by a family physician before allowing a child to return to care.

- A child should not be placed in care or attend activities when any of the following exist:
 - Fever (We require children to be fever-free without medication for 24 hours)
 - Nausea, vomiting, or diarrhea (Vomiting or diarrhea-free for 48 hours)
 - Any colored nasal discharge
 - Sore throat
 - Productive (wet) or croupy (barking) cough
 - Any unexplained rash or open skin lesion
 - Any skin infection (e.g., boils, ringworm, impetigo)
 - Any eye infection or drainage
 - Any communicable disease or infestation (including lice)

- The child looks or acts unusually tired, pale, irritable or restless
- Children appearing sick while in care will be removed from their class and placed with a volunteer until a parent is located.
- If a child contracts a highly contagious mild illness (e.g., hand-foot-and-mouth, chickenpox), he or she should not come to class for 7 days and until fever-free for 24 hours. Parents should alert the Children’s Ministry Coordinator if their child presents hand-foot-and-mouth symptoms after being in class, so extra care can be taken in cleaning classrooms.
- If a child contracts a serious communicable illness (e.g., meningitis, measles, coronavirus) and has been in contact with other children while at FBC Durham, parents have the responsibility to urgently notify the church so that other families may be notified, as necessary.
- Neither volunteers nor church staff are permitted to give any medication to any child, with the exception of staff/teachers who have been trained and instructed by a parent of a highly allergic child in the need for, and use of, an Epinephrine Auto-Injector (EpiPen).
- Parents of children with special needs are encouraged to contact the Children’s Ministry Coordinator or the Family & Youth Pastor before bringing their child to a class for the first time.
- Parents of children with any serious allergy, medical condition or other noteworthy issue should note these to volunteers when their child arrives and should verbally alert the Children’s Ministry Coordinator.

Body Fluids Universal Precautions

Because there is no foolproof way to determine who may be a carrier of an infectious disease, FBC Durham is committed to following the below listed universal precautions when dealing with any human body fluids and items coming into contact with them. By treating all bodily fluids as if they are infected, the risk of coming into contact with germs or contaminants are greatly reduced, providing a safer and healthier environment for volunteers and children alike.

- *Important Points of Universal Precautions*
 - Always wear disposable gloves (latex or vinyl) when dealing with bodily fluids.
 - Wash and sanitize hands before and after any contact with bodily fluids, including wiping noses, cleaning vomit or bathroom accidents, and treating blood spills.
 - Inform the Children’s Ministry Coordinator of all soiled linens in rooms (e.g., sheets, clothing, burp cloths) that are potential infectious agents.

- Remove any toys that children have mouthed from the general play area until they can be disinfected.
- At the end of the session, volunteers should disinfect the room (toys, changing tables, tables, highchairs, etc.) with provided Clorox (or similar) wipes and allow to air dry. Disinfected toys may be placed back on the shelves to dry, but do not close lids on toy boxes.
- Any changes to disinfecting routines in response to higher levels of seasonal illnesses going around within the church or community will be communicated to volunteers and parents, as necessary.

Suspected or Observed Child Abuse

The State of North Carolina by law considers all persons as mandatory reporters of child abuse ([G.S. 7B-301](#)). In the event of suspected or observed child abuse (as defined by [G.S. 7B-101](#)), church volunteers and staff must adhere to the following policies.

- If it is a “questionable behavior” offense by an adult or adolescent child, volunteers should alert the Children’s Ministry Coordinator or Family & Youth Pastor so an appropriate course of action can be taken. Examples of questionable behavior include flirtations, shoulder massages, uninvited or inappropriate communication outside of the classroom, and touch not following our Physical Touch Policies.
- If it is a concern over a “major offense,” the child should be immediately separated from the alleged offender, then the Family & Youth Pastor/elders should be immediately notified. Examples of major offenses include observed or suspected abuse as defined by G.S. 7B-101 (e.g., sexual, physical or emotional abuse). Also, peculiar abrasions, lacerations, and bruising should be reported to the Family & Youth Pastor/elders. In the event of a “major offense” concern, the following plan must be initiated.
 - ***FBC’s elders must be notified.***
 - ***A team selected by the elders will execute each step of the following response plan.*** The team should include the Family & Youth Pastor, Children’s Ministry Coordinator, and at least one elder and lay volunteer. The team should be in regular communication with the elders throughout the process.
 - ***The suspected or observed abuse must be reported.*** North Carolina law (G.S. 7B-301) requires the person who suspects or observes child abuse to report it to Protective Services. Assessment of suspected or observed abuse or neglect is the responsibility of Protective Services (G.S. 7B-302), not of FBC Durham. Therefore, the person who observed or suspects abuse, along with the supervisor and at least one

elder will call the Durham County Department of Social Services at (919) 560-8424, and any other appropriate authorities. After hours, call 911 and ask for the "After Hours Social Worker" to call you. If a report is made anonymously, the report should be made over the phone in the presence of an attorney or other independent witness who can later verify the identity of the reporter, should it be necessary.

- ***Provide a caring response to the child and family.***
 - Ensure the allegation is taken seriously.
 - Be especially aggressive when dealing with pedophilic behavior.
 - Assure that procedures exist for such complaints and that they will be followed to ensure proper follow through.
 - Assure that the church desires to extend care and support in whatever ways possible to the victim and the victim's family.
 - Handle the situation forthrightly, with due respect for people's privacy and confidentiality.
 - Adequate care must be shown for the well-being of the victims and their families.
- ***Document the allegation.***
 - The name, age, gender and address of the victim.
 - The name, age, gender and address of the alleged perpetrator.
 - The nature of the abuse alleged to have occurred (i.e., physical, emotional, and/or sexual).
 - The date(s) and location(s) of the incident(s) alleged.
 - The relationship between the victim and the alleged perpetrator.
 - Other evidence that may support or corroborate the allegation (e.g., eyewitness account, medical exam, confessions).
- ***Seek professional assistance within 24 hours of an allegation.***
 - Report to the authorities.
 - Notify church's insurance agent.
 - Notify appropriate denominational leaders.

- Notification should be limited to those who need to know about the allegation, and to those who can provide professional assistance in providing a helpful response.
- **Provide support for the victim, assuring that:**
 - The church takes any allegation of abuse very seriously.
 - The church does not tolerate incidents of sexual misconduct, and considers such incidents to be sinful, subjecting the perpetrator to discipline.
 - The complaint will be investigated immediately and thoroughly by those most competent to assess the allegation.
 - The church will not tolerate any retaliation against the alleged victim(s) or family for filing a complaint, no matter how it is resolved.
- **Decide on options regarding the alleged perpetrator.** These will vary depending on the nature of the alleged offense, from restricting the individual's activities at FBC Durham on a temporary basis to the possibility of prosecution.
- **Respond to congregational concerns.**
 - The church will maintain strict confidentiality concerning all information.
 - Communication with members of the congregation will be on the basis of "need to know" under the restrictions of qualified privilege.
- **Response to media.** The elders will designate one person to speak to the media on behalf of the church, should the media inquire about the alleged incident(s).

Miscellaneous Policies & Guidelines

The following are additional policies and guidelines that are either related to childcare or the use of FBC's building. Questions regarding policies or use of the building that are not detailed below should be referred to the Children's Ministry Coordinator.

- **Lost & Found.** Personal items left in the Children's or Youth areas will be placed in lost and found. Unclaimed items will be disposed of or given away on an occasional basis.
- **Childcare & Teacher Volunteer Training.** Volunteers are expected to attend any Kids Ministry volunteer trainings hosted by the church. Would-be volunteers will need to fill out an application to serve, including would-be volunteer minors. As needed, parents may be asked to attend meetings regarding issues relating to their children at FBC.

- **Playground Use Guidelines.** The church's playground is available for use by FBC members and their guests. Kids Ministry volunteers are permitted to use the playground anytime except during BFL, or if for some reason the playground is closed for use due to safety concerns. Although we have been mindful of safety considerations for the playground, there is always risk for potential injury, and families using the playground should know that their use of the playground is at their own risk. While on the playground, children are expected to play in a manner that shows respect for other children and the church's property. Those supervising should disallow any activity they feel to be unsafe. FBC Durham is not responsible for any injuries or damages that result from playground use.
- **Childcare for Special Events.**
 - Special events are defined as any one-time or ongoing event meeting where church facilities are used outside of regular church gatherings.
 - Anyone wishing to arrange childcare for a special event at FBC's building must consult with the Children's Ministry Coordinator or Family & Youth Pastor. In most cases, the Children's Ministry Coordinator or other church staff will not be able to coordinate childcare for special non-FBC events.
 - Individual groups meeting in private homes are responsible for making their own childcare arrangements independent of formal church involvement.
 - Parties using church facilities for non-church sponsored events do so at their own risk and are responsible for maintaining a safe and healthy environment for children. FBC Durham is not liable for incidents occurring at non-church sponsored activities and reserves the right to not allow childcare on premises for such activities, if deemed necessary.
 - The church's guidelines for qualified caregivers as outlined in this document are strongly recommended for such groups. Each group bears the responsibility for overseeing and coordinating the care of their own children.
- **Weather-Related Emergencies.** In the event of a dangerous severe weather alert, children will be moved to interior hallways on the ground floor, and, whenever possible, given to the supervision of a parent/guardian. (See severe weather procedures in the appendices.)
- **In Case of Fire.** Should a fire or fire alarm occur, all persons should immediately evacuate the building. Volunteers will ensure that all children in their care are removed, and kept safely away, from the building until they are able to be picked up by a parent/guardian. (See fire evacuation plan in the appendices.)

- **Live Threat Emergencies.** Should there occur an active threat at or near the church building, children and their caregivers should hide/shelter-in-place in their rooms, away from windows, and with doors locked until the "all clear" is given by security or law enforcement.
- **Missing Child.** In the case of a missing child under the care of the Kids Ministry, the staff will do a thorough check of the Kids Ministry area. If the child is not found after a thorough check, security should be alerted, and the Family & Youth Pastor should be notified. If security and staff are still unable to locate the child, the staff or elders will call the police for help. In the case of a kidnapping, 911 should be called immediately and the elders must be notified.
- **Strangers/Transients.** Any person who appears suspicious or out-of-place should be reported to security, church staff, and/or an elder immediately. If imminent danger is suspected, call 911 and remove the children from the threat as quickly as possible. During Kids Bible for Life on Sundays and Wednesday Night Kids Bible Study, only qualified volunteers, parents of children in FBC's care, church staff, and elders should have free access to the Kids Area.
- **Registered Sex Offenders at FBC.** As a church, we are committed to ensuring a safe environment, especially for children. In order to attend services and other activities at FBC, those under RSO status are required to sign a release of information regarding their rehabilitative care and refrain from any presence or involvement in FBC's Kids or Youth areas or ministry activities. They must also sign an attendance agreement, which includes a requirement that they be supervised by at least one elder. The elders, pastoral staff, security team, and leaders of the Kids Ministry and Youth Ministry will be informed of the RSO's attendance at FBC. Refusal to sign or cooperate with the restrictions outlined in the agreement will result in the RSO no longer being allowed to be present on church property or at church activities.
- **Photographing Kids.** Volunteers and church staff should not take any pictures in the Kids Area during activities, or post any pictures of kids from FBC online, unless they have direct consent from the parents of the children.
- **Use of Technology by Volunteers Serving in Kids Ministry.** Volunteers and helpers will only use technology that has been previously approved by the Children's Ministry Coordinator or Family & Youth Pastor. Out of respect for parents and their personal decisions related to technology, volunteers and helpers will refrain from any use of unauthorized technology in the classroom.

Acknowledgements

FBC gratefully acknowledges the following people, churches and organizations for allowing us to use and adapt their policies for use and information in the writing of this policy book.

- Basyle Tchividjian
- Bethlehem Baptist Church, Minneapolis, MN
- Brotherhood Mutual
- Desiring God
- Capitol Hill Baptist Church, Washington, DC
- Chapel Hill Bible Church, Chapel Hill, NC
- Clifton Baptist Church, Louisville, KY
- College Church, Wheaton, IL
- Deepak Reju
- Ethics & Religious Liberties Commission
- Providence Baptist Church, Raleigh, NC
- Shira Berkovits
- Summit Church, Durham, NC
- YMCA

For Questions or Information Contact

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KIDS MINISTRY APPLICATION TO SERVE

For Adult Applicants

Explainer

Thank you for taking the time to complete the following application to serve in the Kids Ministry as a volunteer. This is your first step toward joining our Kids Ministry team of volunteers. In addition to this application, applicants should be FBC members in good standing (or actively pursuing membership), regular attenders of Sunday morning's worship service, and having recently completed our Kids Ministry training for volunteers.

Note: *Background Checks are required for every volunteer in the Kids Ministry over the age of 18. Minors should fill out the form specific for minor volunteers. Certain tasks and responsibilities can only be carried out by fully qualified adult volunteers.*

Applicant Information

Please answer each question. Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons.

Name _____
First Middle Last

Date of Birth _____ Gender: M F

Email Address _____ Phone _____

Address _____ City, State _____ Zip _____

Please briefly tell us about your faith in Jesus Christ.

Please check the statements that apply:

_____ I have some questions about what it means to be a Christian and follow Jesus.

_____ I believe that salvation is through Jesus Christ alone, by faith alone. I have received Jesus Christ as my Lord and Savior and I am committed to living for him.

_____ I am committed to live and serve in a way that shows children the love and grace of Jesus Christ.

Have you ever hurt a child? If so, please explain.

Has anyone ever accused you of hurting a child? If so, please explain.

Please list any and all experience you have had working with or caring for children, whether paid or unpaid. These may include job experience or serving in a local church.

Experience 1

Experience 2

Experience 3

Please list two references below and their contact information. References should be adults (not related to you) who know you, can attest to your character, and have seen you around minors.

Reference 1

Reference 2

Describe why you think you would make a good Kids Ministry volunteer?

I am interested in working as a Kids Ministry volunteer/helper for the _____ age group. If that is not possible my second preference is the _____ age group. We will take your preferences into account but may not be able to accommodate all requests. If not being assigned to your preferred age group would cause you to decline an offer to be a volunteer/help, please indicate so here _____.

Signature & Acknowledgement

By signing below, you affirm the information given in this application is correct to the best of your knowledge. You also understand and agree that all Kids Ministry staff, interns, volunteers and helpers should be walking with Christ and living by biblical standards, especially in moral and sexual conduct.

Please Print Name _____

Signature _____ Date _____

Incident Report Form

Name _____ Reported By _____

Time of Incident _____ Location of Incident (Rm #) _____

Description of Incident:

Parent/Guardian Notified: YES NO If Yes, Time _____

Parental Action Taken:

Family & Youth Pastor Notified: YES NO If Yes, Time _____

Reports should be submitted to the Family & Youth Pastor at the end of the session in which the incident occurred.

Caregiver Name & Signature _____ **Date** _____

Other Witnesses _____

Family & Youth Pastor Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Severe Incident Report Form

In the event of an incident resulting in injury of a child on the property of FBC Durham or during a Kids Ministry or Youth Ministry related activity, the following information should be filled out by the staff person or church member who attended to the injured person. This form should be completed and turned in to the Family & Youth Pastor immediately following the incident. Attention to detail is extremely important as accurate reporting and notation may be required in the event of serious injury. The following list of injuries must be reported using the Severe Incident Report Form.

- Choking Requiring Heimlich Maneuver
- Trouble Breathing
- Heart Trouble
- Fainting or Black Outs
- Potential Broken Bones
- Serious Burns
- Cuts Potentially Requiring Stitches
- Trips, Slips or Falls Resulting in Potentially Serious Injury
- Vehicular Accidents
- Other Significant Injury

Name of Individual Filling Out Report _____

Phone # _____

Injured Person _____ **Phone #** _____ **Age** _____

Date of Incident _____ **Time** _____ **Location** _____

Brief Description of Incident:

Brief Description of Care Offered:

Witnesses of Incident _____

Action Taken to Remove Further Danger from Site (If Applicable):

Medical Personnel Involved _____

Name(s) of Parents/Guardians _____

Time Parent/Guardian Notified _____

*If parents/guardians were unavailable for immediate notification,
please indicate what steps were taken to locate them.*

Fire Evacuation Procedures

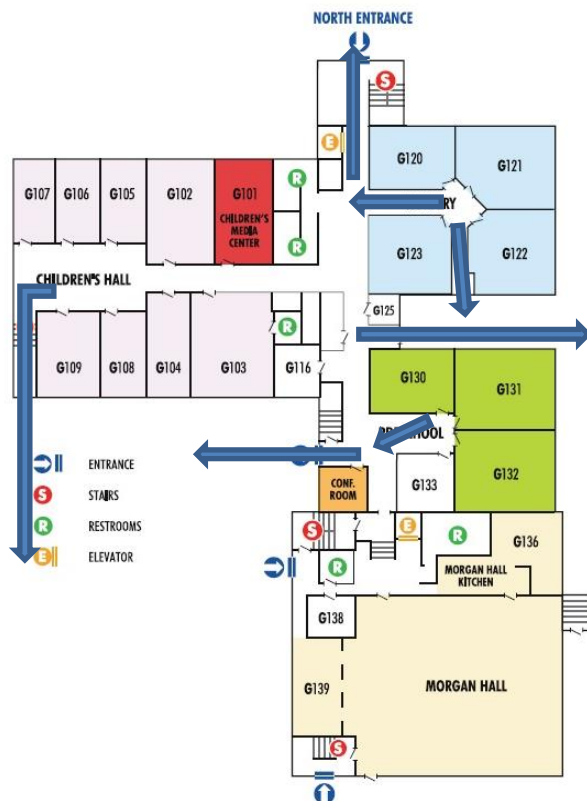
Caregiver Instructions:

- Report the fire immediately by dialing 911.
- Activate the nearest pull box alarm station in the hallway.
- Stay calm and do whatever possible to prevent panic.
- Take note of the exit route in the map above depending on the location of your room.
- In the event of a fire, please have children calmly line up with one adult in front and one in back and escort them through the exit indicated above for your evacuation route. Do a headcount.
- Once outside, move away from the building and have your class sit down. Do a headcount.

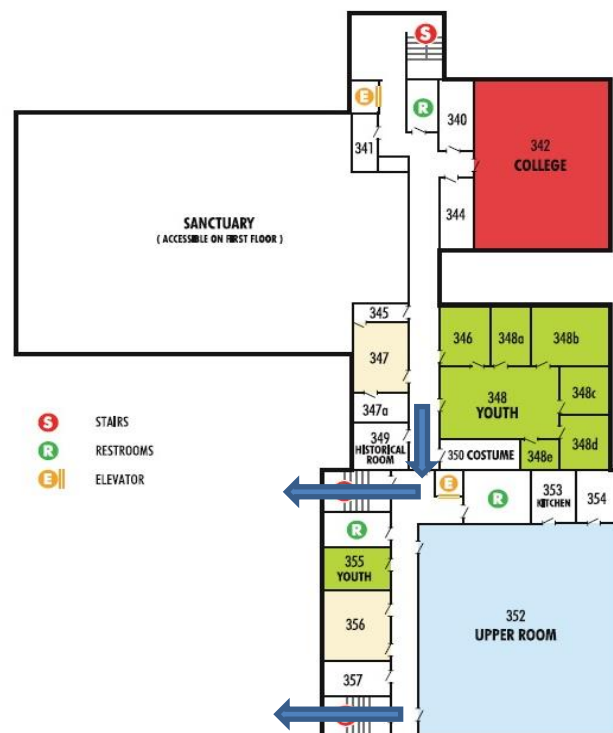
Parent Instructions:

- Please DO NOT come to the Kids Ministry area to pick up children in the event of a fire. Instead go to the designated outside area to pick up your children. This will eliminate confusion and ensure the safe evacuation of your children out of the building.

GROUND FLOOR EVACUATION:



THIRD FLOOR EVACUATION:



Severe Weather Procedures

Printed and visual instructions will be posted near doors of classrooms in the Kids Ministry area.

INTERCOM ANNOUNCEMENT:

- There will be an announcement of "Attention: Tornado Warning! Please proceed to the designated safe areas" over the church's intercom system.

DESIGNATED SAFE AREAS:

- During a severe weather emergency, please proceed to your designated safe area
 - Use the stairs! Do not use elevators.
 - Preschool and elementary aged children and volunteers gather in the Children's Hall.
 - Nursery babies and volunteers gather outside of Ground Floor restrooms.
 - Youth gather in the main hallway of the Ground Floor.
 - Parents, gather with your children on the Ground Floor.
 - Adults without children gather in First Floor common area.
 - Internationals gather in First Floor common area.