

Children and Youth Protection Policy

Swift Creek Presbyterian Church (SCPC)

General Purpose Statement

Swift Creek Presbyterian Church (SCPC) seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the following practices, our goal is to protect the children and youth of SCPC from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Biblical Foundation:

“And they were bringing children to Him, that He might touch them, and the disciples rebuked them. But when Jesus saw it He was indignant, and said to them, “Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.” And He took them in His arms and blessed them, laying His hands upon them”.

Mark 10:13-16

The Bible is foundational to our understanding upon which all policies, procedures and ministries must stand. Our goal in response to this Biblical mandate is to maintain a safe, secure and loving place where children, youth and vulnerable adults may grow.

Definitions

Paid Child Caregiver

Any person who works with children or youth for salary or wages at SCPC.

Volunteer

Any person not employed by SCPC who, at any time during the year, teaches, supervises, or helps with children and youth activities, or is in the presence of children or youth. These activities include, but not limited to, nursery, preschool, children’s worship, kids’ Sunday club, children’s events, youth Sunday school, youth group, and youth events.

Youth Volunteer

We recognize that there may be times when it is necessary or desirable for babysitters or classroom helpers (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage volunteers must be at least in the sixth grade.
- Teenage volunteers must be under the supervision of an adult and must never be left alone with children.
- All youth volunteers shall complete an application (see attachment B) and shall not be counted as the “second adult”. Youth volunteers shall not change diapers, take children to the bathroom, or be put in any one on one situation.

Paid Youth Helper

Any youth, ages 16-17, with a valid identification may be employed to serve in a case where a second adult helper is needed.

- The paid youth helper will assist with the older children and the paid adult child caregiver will handle diaper changing and restroom trips.
- In accordance with Child/Youth protection Policy. All paid youth helpers shall complete an application (attachment B).

Church Sponsored Activity - Includes any and all gatherings that arise from any worship, educational, childcare, fellowship, administrative, pastoral, mission or recreational event generated or organized by SCPC, whether on-campus or off-campus.

Volunteer Ministry – Includes any church sponsored activity engaged in by a volunteer.

Child or Youth – Persons under 18 years old and considered a minor under the law. This term shall also include legally incompetent persons.

Selection of Workers

All employees and all persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

1. Required Background Checks

SCPC will not allow anyone to volunteer or work with children or youth without a current, completed background check on file. Completed background checks shall remain on file and are effective for a period of three years. New background checks must be completed every 3 years.

2. Staff Screening/Training

Before beginning their first year of service, all paid and volunteer leaders, child care workers, children and youth Sunday School teachers and youth workers will be required to read the church's Child Protection Policy and sign a form indicating that they have read, understand the policy, and agree to abide by it. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed.

Leaders of community groups of children or youth who use the church facility, including its outdoor facilities, would be required to read the policy and sign the acknowledgement form. Church facilities, including outdoor facilities, will not be available to groups whose leaders refuse to read and sign the policy.

3. Six Month Rule

No volunteer will be considered for any position involving contact with children until s/he has been involved with SCPC for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. *For any new residents the six month rule may be waived after a personal interview and recommendation from their previous church.*

4. Necessary Forms

All prospective volunteers will obtain the necessary application form from the Minister to the Youth or Minister to the Children. In addition to the form, a packet of material will be provided consisting of the following:

- A cover letter stating the need for the process and advising the applicant that all responses will remain confidential and that if he or she is at all uncomfortable with the application or any of its questions, the Minister to Youth or the Minister to Children is available to discuss the matter.
- The Swift Creek Presbyterian Child/Youth Protection Policy.
- Information about child abuse.

Virginia's Child Abuse Law

Under Section 63.2-100 of the Code of Virginia, an abused child is defined as someone who is less than eighteen years of age,

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis; or
6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902.

An act of child abuse may be committed by any person responsible for the care of another individual who is less than eighteen years of age. It does not matter whether the person caring for the child under the age of 18 (hereinafter referred to as a "Child" or "Children", which term as used in this Policy also includes youth ages 12-18) is a compensated or a volunteer worker. It does not matter whether the person routinely is entrusted with the care of children or whether such individual only occasionally comes in contact with children. It does not matter whether the person was entrusted with the care of a child for an hour or only a moment. It only matters that a child was abused or neglected by the person who, on the occasion in question, was responsible for the child's care.

Section 63.2-1509 of the Code of Virginia states that "...any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis, ... and any person 18 years of age or older associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected shall report the matter immediately...to the local Department of Social Services of the county or city wherein the child resides or wherein the

abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline.”

Everyone should report any known or reasonably suspected child abuse immediately. Any report is confidential and the person making the report is immune from liability for making such a report, unless it is proven that such a person acted in bad faith or with malicious intent.

Types of Child Abuse

Child abuse refers to an act committed by a parent, care giver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

1. Physical Abuse

A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone fracture; brain damage, skull fracture, subdural hematoma; burns, scalding; cuts, bruises, welts, abrasion; internal injuries, poisoning; sprains, dislocations; gunshot, stabbing wounds.

2. Physical Neglect

The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food and malnutrition.

3. Sexual Abuse

Sexual abuse includes any act defined in the code of Virginia which is committed, or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. This includes but is not limited to social media platforms. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy and other sexual abuse.

4. Medical Neglect

Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental or dental care for a condition, which if untreated, could result in illness or developmental delays.

5. Failure to Thrive

A syndrome of infancy or early childhood which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

6. Mental or Emotional Abuse/Neglect

A pattern of acts or omissions by the caretaker which result in harm to a child's psychological or emotional health or development. This includes but is not limited to social media or other online platforms.

7. Educational Neglect

The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.

8. Bizarre Discipline

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior

Reducing the Risk of Child Abuse

In an effort to create the safest possible environment within SCPC, several abuse prevention measures will be utilized. These measures include screening of paid and volunteer workers for past child abuse convictions or expungements, provision for regular training on child abuse issues to paid and volunteer staff members, use of the Two Adult Rule, standards of appropriate classroom discipline, open classrooms and other policies as described below.

1. Two Adult (18 years or older) Rule

There shall be at least two volunteers in the classroom at all times. One must be an adult, age 18 or older. Youth, 6th grade and older, may be assistants.

Exception: There may be one teacher in a classroom with a group of children if there is an adult supervisor that checks in on the classroom regularly during the meeting time. Two youth may lead a class if one is in at least 11th grade. In these cases, the door shall remain open unless it has a window.

The Head Usher or Elder on Duty will be present in the church building on Sundays from 9:00 am – 12:00 pm to act as a greeter, helper and assist with security as needed. This person will be stationed in the commons or the back of the sanctuary, but will roam to other areas during worship times.

At least one adult and one youth (16 years of age AND at least 3 years older than the children being supervised) will be present during all youth ministry activities.

No minor will be left unsupervised within the church grounds during church activities or programs.

Preschool children should not be allowed to roam/move about church facilities unescorted.

Off-site Procedures: At least two unrelated adults shall supervise all groups of children and youth on off-site events except as noted below.

Exceptions: When transporting children and youth to events in private cars there may be one adult, with at least two children, in the car. The transportation policy (below) of the church will be followed. In addition, this two-adult rule does not apply in parent-child relationships or if specific permission is given by a child's parent or guardian.

2. Classroom Discipline

All teachers and workers will use the following discipline measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building." If this measure is not effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students. If the child's disruptive behavior continues after these steps have been taken, the child may be taken to the Minister to Children or Minister of Youth who will then contact the child's parents. No physical punishment or verbal abuse is to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

3. Open Classrooms

Classroom doors should be kept open at all times. If noise from the hallway is disrupting the class, the door maybe shut only if there is a non-blocked window in the classroom.

Classrooms or child care rooms may be visited without prior notice by church staff, parents, or other volunteer church workers. Brief observations of child care rooms and classrooms of children or youth may be conducted by the Pastor or Minister to Youth or the Minister to Children during any and all activities.

4. Transportation

When transporting participants to off-site activities, no automobile will contain only one adult (driver) and one child or youth. Automobiles will contain either one driver and two or more participants or two adults and any number of children or youth (within the seat belt limitations of the vehicle, whereas seatbelts are ALWAYS required).

One adult and one child or youth may travel together in an automobile given that permission is obtained by a parent or legal guardian of the child or youth. In addition, it is understood that the adult driving the child must have undergone a background check including a motor vehicle record check.

Drivers must make use of child safety seats which meet federal standards is required for children under six (6) years of age. Drivers and passengers must also follow airbag age/weight regulations per specific vehicle guidelines.

Drivers for church-sponsored off campus events must be at least 25 years of age or older in order to conform to insurance policies. The driver must be familiar with the operation of the vehicle he/she is driving. Copies of the drivers driving record and driver's license must be given to the person in charge of the event prior to being approved as a driver for the event.

No consumption of alcohol or use of other drugs at any time by a driver or passenger while traveling to, from, or during a conference sponsored event (unless medication is medically necessary for the health and safety of the driver and/or passenger). Driver of the vehicle should refrain from cell phone use while driving.

When transporting minors in a church van, we will strive to have at least two adults present in the vehicle.

5. Child Care

If child care is provided within the church facility during a church-sponsored function (i.e. dinner, Bible study, music rehearsal, etc), all child care providers must comply with our "Two Adult Rule".

Workers supervising activities should arrive at the activity location at least 10 minutes before children are expected and remain at the activity site until all children have been picked up by the appropriate persons. Children must not be left alone waiting for a way home.

6. Overnight Activities

Special attention will be given to supervision during overnight and off-campus activities

- Two adult (male and female) advisors or parents should be present at all times during any co-ed activity.
- There should be at least one sex appropriate adult present in each room where child/youth are spending the night.
- All activities should begin and end at the church or at an agreed upon location.

7. One-on-One Mentoring or Consultation

Any one-on-one mentoring or consultation between an adult and a child will be conducted in a room or area that is in plain view of others.

Reporting Child Abuse

In the event that an individual involved in the care of children SCPC becomes aware of suspected child abuse of a child under his/her care, this should be reported immediately to a member of the church staff or elder for further action including reporting to authorities as mandated by Virginia state law.

In the event that an incident of child abuse is alleged to have occurred at SCPC or during our sponsored programs or activities, the church staff and/or session will utilize the following procedure:

1. The incident will be reported immediately to the state authorities (including the police and the Department of Children and Family Services), to the insurance company and to the church Session.
2. The child's parents will be notified and the child will be removed from the situation. We will not confront the accused until the safety of the child has been secured.
3. When the child is safe, the worker alleged to be the perpetrator of the child abuse will be removed from working with children pending an investigation. This individual will be handled with dignity and respect. If the accused is a paid employee of the church, he or she may be suspended until the allegations are cleared or substantiated.
4. An incident report (located in the children's hallway near the computer station) will be filled out. All efforts will be documented on a daily basis.
5. We will cooperate with any investigation by the state or local authorities. In the event there is no investigation of the incident by state or local authorities, the Session will form a team to investigate the circumstances of the incident and to make recommendations, if any, to the Session. The team should act only in consultation with those assigned to us by our insurance company and the Session.
6. The role of the church is to provide spiritual care, comfort, and pastoral care for all parties, including the victim, the alleged perpetrator and their families. The church staff will not act as a detective or investigator. Staff members should not prejudge the situation and should show care and support to all parties.
7. Public statements and media interviews will be handled under guidance of the attorney and through a Session-designated spokesperson. All other workers should refrain from speaking to the media.
8. If criminal charges are brought against the accused, an attorney appointed by the Session to represent the church will be engaged. Our insurance company and the denominational offices will also be informed of these charges.

Check-in/Check-out Procedure

For children preschool and under, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian. A pager for the child will be made available, if needed. Should any need arise the parent or guardian will be promptly paged or retrieved by a nursery or preschool volunteer or staff. Only parents included on the child's registration form (completed at the beginning of the year and updated as needed) may pick up the child. In the event that another individual is attempting to pick up the child the Minister to Children will be contacted. She or he will be responsible for releasing the child, but only after speaking with and gaining explicit permission from the parent or guardian who signed the child in on that day.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at SCPC. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours

- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of SCPC not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions) or children with a medication regimen that intersects with church activities. Parents of such children should address their situation with Minister to Children or Minister to Youth to develop a plan of action.

Restroom Guidelines

Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available children five years of age and younger should utilize the following procedure.

Diaper should be changed by females only (unless it's a relative of the child) and should always be changed in view of another adult. Preschool children should not be allowed to roam/move about church facilities unescorted.

Adult volunteer or staff should escort children to the bathroom, who will check the bathroom first to make sure that it is empty, then allow the children inside. The adult volunteer or staff will remain outside the bathroom door and then escort the children back to the classroom. If a child is taking longer than seems necessary, the adult volunteer or staff will open the bathroom door and call the child's name. If a child requires assistance, the adult volunteer or staff should prop open the bathroom door and leave the stall door open as he/she assists the child.

Children in elementary school will be allowed to go to the bathroom at designated times in the children's hallway, alone or in pairs.

For the protection of all, volunteers and staff should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide first aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple first aid, the minister to children or the minister to youth and the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional. Incident reports are located in the children's hallway by the computer station.

Participant to Supervisor Ratios:

Adequate supervision should be provided at all times with the goal being:

- One adult to 3 children, zero to twelve months of age, infants
- One adult to 4 children, twelve to twenty-four months of age, toddlers
- One adult to 6 children, twenty-four to thirty-six months of age, preschool
- One adult to 10 children, four to eleven years of age, elementary school
- One adult to 20 youth and vulnerable adults, eleven years of age to adult, middle & high school

The specific needs of individuals or physical limitations of event space may require a change to these guidelines.

Sanitation

- Materials, toys, and furnishing soiled during use will be cleaned at the end of the session by the paid childcare giver.
- Gloves will be available for changing soiled diapers/clothing and when administering first aid.
- Hands will be washed after toilet use, diaper changing and before snacks. Antibacterial solutions may be used.

Physical Safety

- Paid childcare workers will check the room/facility for safety before use. Hazardous conditions will be removed, corrected or reported to Minister to Youth or Minister to Children immediately.
- Adult caregivers will know the location of the first aid kits, emergency exits and telephone with emergency numbers. The caregivers will be instructed of these locations by the Minister to Youth or Minister to Children.

Training

SCPC will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events. All workers are strongly encouraged to attend these training events.

Administration

- The Child/Youth Policy must be approved by the Session.
- The Personnel Elder/Committee will review the policy annually and discuss any recommendations for changes with Youth/Children Elder, Minister to Youth and Minister to Children.
- Changes must be approved by the Session.
- The Minister to Youth and Minister to Children will have a list of volunteers who have completed the background check and training which will be maintained in the church office and available for leaders in need of recruiting workers.

[Attachment A]
CONFIDENTIAL
(when filled in)

SCPC APPLICATION TO WORK WITH CHILDREN/YOUTH

Thank you for providing the information requested below. This information is required of all individuals working in SCPC programs for children and youth. Minister to Youth and/or Minister to Children will review this application and certify the applicant is approved for working with our children/youth.

(Please print)

FULL NAME _____

ADDRESS _____

TELEPHONE _____ DATE OF BIRTH _____

OCCUPATION(s) _____

CURRENT CHURCH MEMBERSHIP _____

* LOCATION _____ *PASTOR _____ *TELEPHONE _____

*Not required for members of SCPC.

List significant previous work involving children:
ROLE CHURCH/ORGANIZATION LOCATION

List three personal references (not relatives) we can contact on your behalf:

NAME	ADDRESS	TELEPHONE NUMBER
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In caring for children we believe it is our responsibility to seek adult staff that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. You may discuss any special concerns with the pastoral staff. Your responses will be held in strictest confidence.

Do you have an active faith in God? [] NO [] YES

Do you have a medical condition or history that could be contagious or limit your ability to provide childcare? [] NO [] YES If YES, please explain.

I certify that the above information and statements are true and complete to the best of my knowledge and authorize its use for the purpose of certifying me for working with children at Swift Creek Presbyterian Church. I understand that a background check must be completed to complete my application in youth and children's ministry. I also certify that I have read, understand and will abide by the protection policies set forth in this document.

APPLICANT'S NAME _____

APPLICANT'S SIGNATURE _____

DATE SUBMITTED _____

[Attachment B]
C O N F I D E N T I A L
(when filled in)

Has applicant ever been convicted of a crime? NO YES

If YES, please explain and provide the nature of the conviction, date, sentence received (including date and location), probation or parole office, and any other circumstances pertinent to the situation.

Has applicant ever been in treatment for drug or alcohol abuse? NO YES If YES, please explain

Has applicant ever been convicted of child abuse, an offense related to child pornography, or a crime involving actual or attempted sexual molestation of a minor? NO YES
If YES, please explain.

Has applicant ever been the subject of a Child Protective Services Investigation or similar investigation? NO YES
If YES, what was the outcome?

Has applicant ever provided childcare or respite care in another area/state? NO YES

If YES, please provide the time period(s) and name, address and phone number of contact person(s) or organization(s).

[Attachment B]
C O N F I D E N T I A L
(when filled in)

Does applicant have a medical condition or history that could be contagious or limit your ability to provide childcare? NO YES

If YES, please explain.

I certify that the above information and statements are true and complete to the best of my knowledge and authorize its use for the purpose of certifying my son/daughter for working with children at Swift Creek Presbyterian Church.

PARENT/GUARDIAN'S SIGNATURE _____

(TO BE COMPLETED BY YOUTH)

In caring for children we believe it is our responsibility to seek staff that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. You may discuss any special concerns with the pastoral staff. Your responses will be held in strictest confidence.

Do you have an active faith in God? NO YES

Why do you want to help with childcare at SCPC?

I understand once I turn 18 I must let the Minister to Children know and a background check must be completed. I certify that I have read, understand and will abide by the protection policies set forth in this document.

APPLICANT'S SIGNATURE _____

DATE SUBMITTED _____

[Attachment D]

**DUTIES OF PERSONS INVOLVED WITH CHILDCARE AT
SWIFT CREEK PRESBYTERIAN CHURCH**

A) Minister to Children

1. Oversees the budget for childcare.
2. Assists with whatever support is necessary to keep our Childcare Ministry safe and loving for the children of SCPC.
3. Review annually all Policies and Procedures for Childcare.
4. Helps to facilitate childcare for church activities with leadership of ministry needing childcare using paid staff and volunteers.
5. Reviews SCPC Child Protection Policy and ensures events comply.
6. Ensures that all Childcare paid staff and volunteers working with children are screened.
7. Ensures Screening forms are kept confidential.
8. Maintains an up-to-date list of childcare volunteers making sure that all have been properly screened.
9. Listens to the needs and wants of the volunteers.
10. Helps with the interview process when new paid staff is required.
11. Ensures Childcare Room supplies are procured when needed.
12. Trains childcare volunteers.
13. Oversees toys and equipment for safety and cleanliness. Ensures toys and equipment are cleaned at least quarterly. Identifies which toys and equipment are used and which are not.
14. Ensures that a weekly count is kept of the number of children who stay in the nursery during worship.

B) Parents/ Guardians

1. Shall update Child's information form each year.
2. Alert the childcare workers to any special needs the child has for the day.
3. Try to be prompt in picking up children after an event ends
4. Communicate any suggestions or concerns to the Minister to Youth and/or Minister to Children.

[Attachment D continued]

D) Adult Childcare Volunteer

1. Must complete screening according to our Child Protection Policy and be approved for work with our children.
2. Shall serve under the direction of the Minister to Children.
3. Knows the children and oversee their care.
4. Is alerted to important allergies, other medical conditions and family issues for the children present when working.
5. Becomes familiar with the Safeguarding Our Children and other Childcare policies.
6. Remember you are an important part of the ministry to our young families with children.

E) Volunteer Youth Helper

1. Must complete screening according to our Child Protection Policy and be approved for work with our children.
2. Shall serve under the direction of an Adult Childcare Volunteer or a Paid Child Caregiver/Assistant Child Caregiver.
3. May not change diapers, take children to the bathroom, or be put in any one on one situation.

F) Paid Youth Helper

1. Must complete screening according to our Child Protection Policy and be approved for work with our children.
2. Shall serve under the direction of an Adult Childcare Volunteer or a Paid Child Caregiver/Assistant Child Caregiver.
3. In the case of events for small group gatherings (e.g., committee meetings, adult study groups, etc.), where the number of children is five or less, may supervise children provided the meeting is in the same room or within eye or ear range of the children under care. If diaper changing or a trip to the restroom is needed, the parents present at the meeting will assist.
4. In the case of a Sunday morning when one of the two Paid Adult Child Caregivers is not able to work, a Paid Youth Helper may substitute for the second adult. The Paid Youth Helper will assist with the older children, and the Paid Adult Child Caregiver will handle diaper changing and restroom trips.

[Attachment D continued]

G) Paid Child Caregiver/Assistant Child Caregiver

Position:

The Child Caregiver/Assistant Child Caregiver shall provide safe and loving childcare on Sunday mornings and at other times as needed in support of church activities. These individuals will work closely with and be under the direct supervision of the Minister to Children.

Duties and Responsibilities:

1. Knows the children and oversee their care.
2. Greets and welcome each child and parent, with special attention focused on visitors.
3. Is familiar with information on each child such as allergies, other health and family issues.
4. Develops a strong rapport with the family of each child, listening to concerns, providing reassurance and reassessing care provided.
5. Maintains general safety and cleanliness of Childcare Room and equipment.
6. Identifies childcare facility, sanitation, first aid, and safety needs to the Minister to Children.
7. Reports supply and snack needs to the Minister to Children.
8. Is the primary person to change children's diapers/clothing and oversee their use of the toilet.
9. Immediately reports any signs of abuse or neglect to the Minister to Children; does not investigate.
10. Becomes familiar with and follows the Safeguarding Our Children Policy, which is posted in the church nursery.
11. Acts as a guide for new childcare volunteers when necessary.

Relationships and Administration:

1. All paid Child Caregivers are employees of SCPC and immediately responsible to the Minister to Children.
2. Sunday hours for paid Caregivers are from 8:45am – 12:15 pm unless otherwise directed by the Minister to Children
3. All paid Child Caregivers will serve at other times as needed and be compensated on an hourly basis.
4. In the event of an unavoidable absence, paid Child Caregivers will coordinate with the Minister to Children to ensure there is a qualified (screened) replacement.
5. An annual performance evaluation for paid Child Caregivers will be conducted by the Minister to Children and placed in the Child Caregivers file.