



First Baptist Church of Weddington Children's Ministry Safety Policy & Procedures

It is our goal at First Baptist Church of Weddington (FBCW) to create a safe and loving environment in which children entrusted in our care can thrive. We seek to equip children with an understanding of God's character, walk alongside them as they discover Biblical truths, and help them pursue a personal relationship with Jesus Christ.

Our mission, therefore, is to:

- Maintain a safe environment ensuring the protection of each child under our care
- Support and equip parents as the primary leaders and disciple makers of the home
- Pray for children regularly with reliance on the Holy Spirit to transform their hearts
- Model how Christians are called to engage with God, interact with others, and make disciples

Volunteer & Staff Expectations

1. Each children's ministry volunteer must be a FBCW member for at least six months and be over the age of 18.
2. All volunteers must have a background check on file.
3. Volunteers must maintain the following ratios per classroom:
 - a. Nursery: two volunteers per six children
 - b. Preschool/Kindergarten: two volunteers per eight children
 - c. Elementary and Middle: two volunteers per ten children
4. Two volunteers must be present during Bible Fellowship class each morning. If a volunteer is unable to teach or attend class during a specific week, it is the responsibility of the volunteer to find an approved substitute. If no substitute can

be arranged, the Children's Ministry Director should be notified as soon as possible.

5. Volunteers are expected to wear a visible name tag while in the classroom, and be prepared to welcome children into the classroom at least ten minutes before Bible Fellowship begins.
6. Volunteers must be unrelated.

Health & Wellness

1. A child who is ill and could expose other children to illness is not allowed in the classroom. Symptoms include, but are not limited to:
 - a. Fever, runny nose, consistent cough, vomiting, diarrhea
2. Volunteers are not to give or apply any form of medication or homeopathic remedies, whether topical or oral.
3. Each classroom is equipped with a First Aid kit.

Abuse

FBCW has zero tolerance for abuse in ministry programs and activities. It is the responsibility of every volunteer at FBCW to act in the best interest of all children, at all times. In the event that a volunteer observes any inappropriate behavior (policy violations, poor role-modeling, neglectful supervision, etc.), suspicious activity, or suspected abuse (sexual, physical, or emotional) it is their responsibility to notify the Senior Pastor immediately.

Any report of inappropriate behaviors or abuse will be taken seriously and will be reported in accordance with state law to the Police Department, Child Protective Services, or other appropriate agency.

Failure to report any of the aforementioned acts to the Senior Pastor is a violation of this policy and will result in the immediate removal of the volunteer from Children's Ministry.

Any physical contact with a child should promote a positive and nurturing environment. Hugging, high fives, pats on the back, and hand holding for younger children are generally acceptable for the church setting. Physical contact should always benefit the child and only be given in observable places or in the presence of others. Any inappropriate displays of affection are forbidden and should be immediately reported to the Senior Pastor.

Restroom Policy

1. Children are encouraged to use the restroom before class begins to minimize distraction and avoid interruption.
2. Children in the preschool class must be accompanied to the restroom by a female volunteer. Children in the elementary and middle class are expected to use the facilities by themselves.
3. No volunteer of any age should enter or occupy a bathroom stall with a child. If a child requires assistance, leave the exterior bathroom door open while entering the bathroom area. In general, children should receive the minimum amount of assistance needed based on their capabilities.
4. Any accident should be immediately reported to the child's parent or guardian for assistance.

Discipline

When a child is misbehaving or causing extreme disruption to the classroom, the following steps should be taken:

1. Pull the child aside and calmly correct the behavior. Give a warning, and remind the child of classroom expectations. Children should not be singled out in front of the group.
2. If the child continues misbehaving, guide them to a quiet place away from the rest of the class for a short period of time. Provide the child with a clear reason for the time away, and reinforce expectations.
3. After a third violation and continued disruptive or inappropriate behavior, the volunteer should contact the Children's Ministry Director who may choose to inform the parent or guardian.

Under no circumstance is physical discipline acceptable. A volunteer must NEVER:

- Yell or scream at a child
- Hit or grab a child
- Threaten a child
- Humiliate a child
- Confront a child's parent in front of others

Check In & Out

Tablets to sign children in and out of class will be located outside each classroom. Parents and approved guardians are expected to adhere by the following policies:

1. Children in the preschool/kindergarten classroom must be **signed in and out** of their class upon arrival and departure.
2. Children in the elementary/middle classroom must be **signed in** upon arrival, but may sign themselves out at departure, if given permission by a parent or guardian.
3. Children in the nursery will receive a nametag upon signing in. Parents or approved guardians will receive a coordinating name tag. Name tags **must** match in order for the child to leave the classroom at any time.
4. Children in the nursery will **not** be allowed to leave with anyone other than the approved parent or guardian possessing the child's matching name tag.

Thank you for helping to make First Baptist Church of Weddington a safe, fun, and Jesus-centered environment for our children to grow and thrive. We appreciate your cooperation. Please contact Children's Ministry Director Hannah Chronis or Senior Pastor Jordon Willard with any questions or concerns.

*"Behold, children are a heritage from the LORD,
the fruit of the womb a reward.
Like arrows in the hand of a warrior
are the children of one's youth.
Blessed is the man
who fills his quiver with them!"
– Psalm 127:3-5*