



# Policies and Procedures

## Handbook for Lakeview Church Christian Education Workers

Lakeview Church

1821 Sheridan Road

Zion IL 60099

847-746-1111

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*The disciples came to Jesus and asked, "Who is the greatest in the kingdom of heaven?" Jesus called a little child and had him stand among them. And he said: "I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven." "And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." . . . "in the same way, your Father in heaven is not willing that any of these little ones should be lost." Matthew 18:1-3, 5, 6, 14*

Following the example of our Lord, we place great value on the lives of children and our ministry with them.

Part of our responsibility in working with children is to assure a safe and healthy environment for them while they are under our care. The forms, policies, procedures and guidelines included in this handbook are toward that end. Please read them carefully. You will be expected to comply with them.

## COMMUNICABLE DISEASES

Any child with a contagious disease is requested to refrain from involvement at Lakeview Church until doctor's consent is given to the parents.

Contagious diseases include, but are not limited to the following:

Chicken pox	Pink Eye
Head Lice	Ringworm
Influenza	Scarlet Fever
Measles	Strep Throat
Mumps	Whooping Cough
Open Sores	Common cold (if at start, coughing, sneezing or colored drainage)

Parents may be contacted and asked to pick up their child if these conditions are noted. If contagious maladies (e.g. chicken pox) are "going around" in the church, a notice will be posted on the departments affected, and a letter of explanation and information may be sent to parents or guardians

## FIRST AID

First aid kits are available in the Kitchen, Church Office, and Adventure Club Office. These will be checked and restocked regularly. Fire extinguishers are located in each building on all levels. Please inform the church office if supplies are low.

First Aid and CPR instruction will be made available on a regular basis.

In the Event of an Accident or Injury:

1. Stay Calm
2. If injury is minor, apply basic first aid procedure. If there ANY presence of blood whatsoever, wear appropriate latex gloves or equivalent when applying first aid. Notify parent or guardian at time of pick-up.
3. If serious injury is suspected, call 9-1-1. Have someone stay with the injured person. Do not move them unless their location would mean further injury. Keep other children away from injured person and supervised. If necessary, start mouth-to-mouth and continue until breathing resumes or a paramedic arrives.
4. Contact parent or guardian with the known facts. Assure them that their child is being cared for. (Emergency contact cards are located in the Adventure Club office and Youth Room respectively).

## PHYSICAL CONTACT

Touch is an essential ingredient in nurturing children. The following guidelines are to be promoted for pure, genuine and positive displays of God's love.

<b>Appropriate</b>	<b>Inappropriate</b>
Physical contact of a non-demanding nature, including: a gentle touch of the hands, arms, head, back; sitting child on leg (appropriate only at pre-school or kindergarten age level)	Physical contact including: kissing, demanding hugs and/or kisses, touching chest, genital region, upper legs, buttocks, waist, stomach; sitting child in center of your lap, sitting child between legs; sitting child above age 6 on one or both legs; opposite sex piggy-back rides; seductiveness or suggestive contact.
Physical contact (see above) which expresses affirmation and is not done for the satisfaction or pleasure of a care provider.	Physical contact of any kind which is done for the pleasure or satisfaction of care providers.
	Any touching used to express power or control over a child.

## DISCIPLINE

<b>Appropriate</b>	<b>Inappropriate</b>
Praising good behavior	Corporal punishment of ANY kind. This is defined as "of, relating to, or affecting the body".
A firm gentle voice addressing the offense.	Any words or tone that would cause a child to think he or she is the "problem" rather than a specific behavior being addressed, e.g., screaming at a child.
Confidential parental discussion when necessary.	Any words that could cause feelings of condemnation or shame in a child about any aspect of their person. including derisive references to anything physical, emotional, mental or position (or station) in life, such as saying, "Your skin is too dark", or "Are you a strong boy? Strong boys don't cry", etc.
Age-appropriate "time-outs" or withdrawal from activities	

## SECURITY

Appropriate	Inappropriate
Minimum of two (2) care providers at all times (husband and wife teams not recommended)	Care providers alone with a child.
Supervision or witness of any contact of same or opposite sex.	Sustained time with same or opposite sex without supervision or witness.
Release of a child to a person with proper identification.	Release of a child only to a person without proper identification. (In case of problems, the child must be released by a staff member)

## GUIDELINES FOR VERBAL INTERACTION WITH CHILDREN

*"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen."* Ephesians 4:29

1. Use only words that "build up." NO profanity, crude or lewd remarks, name-calling or prejudicial terms.
2. Avoid verbal arguments or yelling with children "A gentle answer turns away wrath," Proverbs 15:1
3. Older children are encouraged to be counseled by members of the same gender. If a situation arises when you are counseling someone of the opposite sex, observe the following precautions:
  - a. Keep door open or use room with a window in the door
  - b. Ask another adult to be present and sit across the desk from the counselee
4. If the child reports being abused, this should be reported to the Pastors and the Deacon Board within 24 hours.

## BATHROOM POLICY

We encourage parents to have their child(ren) use the restroom before coming to class or activity and wear clothes (zippers, snaps, belts) they can fasten and unfasten by themselves. Workers should not assist children in the bathroom unless absolutely necessary. An adult should accompany children to the bathroom, but not into the bathroom unless absolutely necessary. If a child needs to be accompanied inside the bathroom, another adult needs to be present (husband and wives are not recommended as teams).

Appropriate	Inappropriate
Infant/Toddler, 2, 3. Diapering should be done in diaper stations and in the close proximity to other care provider; bathroom doors must remain open.	Infant/Toddler, 2, 3: Diapering in a secluded area or without the presence of other care providers; bathroom doors closed.
2 —5 Year Old: Bathroom doors should remain open; child may require assistance.	2-5 Year Old: Closed door situation with a child.
Kindergarten Age or Older: Permission needs to be granted to use facility; unless special help is required. Wait outside bathroom door after they have checked to see if any adults are already in the bathroom. If another adult is present, they should be asked to leave as soon as possible.	Kindergarten Age or Older: Closed door situation with a child; accompanying older children, e.g., late grade school, jr. high, etc. inside the bathroom when special help is not required.
Medical conditions which require help; a witness should always be present	

**FIELD TRIPS AND SPECIAL EVENTS**

The staff member in charge will ensure appropriate adult/children ratios.

Two (2) adults must always be present. Mixed gender groups are strongly encouraged to have male and female sponsorship. Parents may attend activities as additions to required staff. Any mixed gender group even event, which is overnight, must have both male and female adult approved sponsorship or be canceled.

Off-campus activities must be pre-approved by Program staff. Proper written consent and medical release forms are required for each child participating in off-campus activities. These forms are distributed through the director. The individual(s) in charge should take the completed forms to the activity.

**EMERGENCY PLANS**

In Case of Fire

Students will exit designated doors (See Exit Map posted in classrooms)

Parents will pick up children outside only at designated area,

Teachers will count kids before leaving class and after reaching designated areas outside.

Teachers will check bathrooms on their way out.

Adults in nursery or toddler rooms are responsible for babies and toddlers.

In case of tornado watch:

Activity will go on as usual and supervisor will monitor weather conditions.

Parents may come and request to take their own children home.

In case of Tornado warning:

Remain calm

Move to the lowest-level room (basement in both the main church and white building) away from windows. Stay until "All clear" is communicated

Parents may come and request to take their child or children home.

## RESPONDING TO AN ACCUSATION OF SEXUAL ABUSE

1. Document all your efforts in handling the incident.
2. Believe the child. Even if the accusation turns out to be false, you must respond to protect the child; his or her safety is the first priority.
3. React calmly. Show concern. Be a source of stability and sensible reaction for the child, his or her family and others involved.
4. Treat the accused with dignity and support. If the accused is a church worker, that person will be immediately relieved of contact with minors until the investigation is completed. If the person is found guilty, Church discipline will be handled through the Deacons with special attention given to the protection of the victim.
5. Avoid interrogation - leave in-depth questioning of the victim and suspect to the professionals.
6. Reassure the child - he or she needs to know they were right in telling.
7. All suspected abuse should be reported to the Pastoral staff and the Deacon Board within 24 hours. Please include the child's name, evidence of abuse, date observed, and any other pertinent information. The Pastoral Staff or a member of the Deacon Board will notify the proper people and agencies within 24 hours. In no case should you try to handle the situation without outside assistance.
8. Be careful to safeguard the privacy and confidentiality of all involved. Any contact with the media should be handled by the Pastoral Staff and/or Deacon Board Members. In the event of an accusation, the congregation will be notified by the Pastors or Deacon Board member on or by the following Sunday.
9. Do not engage in denial, minimization or blame.