



MINISTRYSAFE

**RICHFIELD CHURCH
OF THE NAZARENE
CHILDREN'S MINISTRIES**

**PROCEDURES and
GUIDELINES
MANUAL**

August 9, 2019

Dear Children's Volunteer or Staff Member,

Welcome to the Children's Department of Richfield Church of the Nazarene! We are excited to partner with you as we minister to each and every child who enters our doors! Whether we're working with an infant, or a rambunctious four-year old, or even a boy or girl in Fifth or Sixth Grade, we take our responsibility to care for children very seriously. The following guidelines are intended to facilitate a safe and nurturing environment in which children are able to "KNOW Christ, GROW in Christ and GO for Christ!"

The pages of this handbook provide a general overview of the procedures and guidelines for Richfield's Volunteers and Staff Members. As mentioned above, our procedures are intended to create the most safe and loving environment possible for children. It is our utmost goal to protect each child whom we serve, as well as to provide a teaching tool that will also protect our Volunteers, our paid Staff Members, Richfield Church of the Nazarene, and her Mission.

The following procedures and guidelines have been adopted by the Pastoral Team, the Richfield Safety Committee and the Board of Richfield Church of the Nazarene. These procedures will be strictly enforced at all times.

After you have carefully read this procedural manual, please sign the agreement form, which is located on the last page, and return it to the Children's Pastor.

Once again, welcome to our Children's Team! We look forward to the days, weeks, months and years ahead as we see Jesus lifted high in all that we say and do!

Sincerely,

Joy

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Richfield Church of the Nazarene

Procedures and Guidelines for Children's Ministries

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Overview of the Richfield Church of the Nazarene Safety System

Because we love children and desire to protect them, Richfield Church of the Nazarene requires all Staff Members and Volunteers who work with children or students (and other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Richfield's procedures require that Staff Members and Volunteers avoid abusive behavior of any kind. Staff Members and Volunteers are required to report any policy violations to a Supervisor or a member of the Richfield Safety Committee. Staff Members and Volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

To equip Richfield's Staff Members and Volunteers with information necessary to recognize abuser characteristics and grooming behavior, Richfield requires all Staff Members and Volunteers to complete MinistrySafe sexual abuse awareness training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

STEP TWO: Screening Process

Staff Members and Volunteers are required to complete the Richfield Screening Process, which requires a Staff Member or Volunteer to:

- Complete an Employment Application (Employees only)
 - Complete the Safety Application (Employees and Volunteers)
 - Complete a face-to-face interview (Employees and Volunteers)
 - Provide references to be checked (Employees and Volunteers)
- *A Volunteer must attend Richfield for six months before being eligible to serve in positions that provide access to children, students or vulnerable populations.

STEP THREE: Procedures

Staff Members and Volunteers are required to review the procedures and guidelines contained in this manual and sign the last page, indicating that he or she has read and understands the material, and agrees to comply with procedural requirements.

STEP FOUR: Criminal Background Check

Richfield Church of the Nazarene requires that all Staff Members and Volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon the position, differing levels or intensity of a background check may be required.

Child Safety Expectations

ABUSE TOLERANCE

Richfield Church of the Nazarene has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every Staff Member and Volunteer at Richfield to act in the best interest of all children in every program.

In the event that Staff Members or Volunteers observe any inappropriate behaviors (i.e. procedural violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual), it is their responsibility to immediately report their observations to their immediate Supervisor, the Children's Ministries' Director or the Senior Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Richfield Church of the Nazarene is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this manual and state law, to the Richfield Safety Committee, the Police Department, Child Protective Services, or other appropriate agencies.

An element of the safe environment referenced above includes fostering a culture of reporting relevant information to a Supervisor or a member of the Richfield Safety Committee. Because sexual abusers 'groom' children for abuse, it is possible that a Staff Member or Volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff Members and Volunteers are asked to report 'grooming' behaviors, any policy violations, or any suspicious behaviors to a Supervisor or a member of the Richfield Safety Committee.

ENFORCEMENT OF EXPECTATIONS

Richfield Church of the Nazarene Staff Members and Volunteers who supervise other Staff Members or Volunteers are charged with the diligent enforcement of all Richfield policies, procedures and expectations. Violations of these guidelines are grounds for immediate dismissal, disciplinary action, or reassignment from Children's Ministry's positions for both Volunteers and Staff Members. Final decisions related to any policy or procedural violations will be the responsibility of the Children's Ministries' Director, Senior Pastor and the Church Board.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF PROCEDURES

In order to maintain a safe environment for our children, Richfield Church of the Nazarene Staff Members and Volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these procedures and guidelines. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate Supervisor in the ministry area, the Children's Ministries' Director, or the Senior Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a Staff Member or Volunteer in all activities and programming that involve children, students or vulnerable populations at Richfield. If the person is a Staff Member or Employee, such conduct may also result in termination of employment from Richfield.

Failure to report a prohibited act to the designated person is a violation of Richfield's expectations and procedures, and this will become grounds for termination of employment of a Staff Member or Employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Richfield Church of the Nazarene.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff Members and Volunteers of Richfield Church of the Nazarene are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate Supervisor of the area, the Children's Ministries' Director, or the Senior Pastor.

Michigan state law requires that any person having cause to believe a child's physical or mental health or welfare has been, or may be, adversely affected by abuse or neglect, must make a report to the appropriate law enforcement agency. A Staff Member or Volunteer *may* report to an immediate Supervisor, the Children's Ministries' Director or the Senior Pastor, and allow supervisory personnel to make the appropriate report to law enforcement agencies.

Staff Members and Volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a Staff Member or Volunteer in Children's Ministries, the Children's Ministries' Director or Senior Pastor will speak with the person or Volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Senior Pastor will be notified as soon as reasonably possible.

RESPONSE TO REPORT OF ABUSE

The Richfield Church of the Nazarene Safety Committee will take appropriate action on behalf of the church whenever a report of abuse occurs. The Senior Pastor, or the previously designated spokesperson for Richfield, will be the only one to speak to the Media on behalf of Richfield.

If appropriate, the Children's Ministries' Director or the Senior Pastor will inform the Michigan Department of Family and Protective Services (1-855-275-6424).

Richfield Church of the Nazarene Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, Richfield Church of the Nazarene will appoint and maintain a Safety Committee, which will meet once each year.

MISSION STATEMENT

The purpose of the Safety Committee is to enable Richfield's Children's Ministries to carry out appropriate ministry activities, while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

1. The Senior Pastor
2. The Children's Ministries' Director
3. The Student Ministries' Pastor

MEETINGS

The Children's Ministries' Director will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing Richfield Church of the Nazarene policies and procedures related to children's safety and risk management issues.
2. Monitoring all Children's Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the Richfield Board regarding safety issues.

Children's Ministries Staff Monitoring Plan

Monitoring of Staff Members and Volunteers will include regular (announced and unannounced) visits in each program, which will provide Supervisors the opportunity to observe Staff Members and Volunteer interactions with children.

1. **Each Supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **The Children's Ministries' Director** conducts written performance evaluations every six months for individuals in paid staff positions.
3. **The Children's Ministries' Director** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **The Senior Pastor** conducts an unscheduled observation of a Children's Ministry program at least once each quarter.
5. **The Senior Pastor** meets with the Children's Ministries' Director at least once monthly to discuss Children's Ministries.
6. **The Richfield Board** meets with the Children's Ministries' Director once each year to discuss Children's Ministries, including safety training and procedures.
7. **The Children's Ministries' Director** conducts an unscheduled observation at least once each month for programs occurring weekly.

BUILDING SAFETY

The Children's Ministries' Director will be responsible for ensuring that the Nursery, Preschool and Elementary areas are properly monitored during Sunday morning, Sunday evening, and Wednesday evening programming. This will include unobserved monitoring of Staff Members, Volunteers and children in all children's classrooms.

A trained member of the Richfield Security Team will patrol all areas of the building (as well as the playground, if necessary) while regular programming occurs. Exterior doors will be locked fifteen minutes after programming begins.

All classroom doors within the Children's areas are to remain locked until an adult arrives to provide proper supervision in that room. No child is to be in a classroom without proper adult supervision.

No child will ever be left unattended in the Children's area, in the gym, or on the Children's playgrounds during Children's Ministries' programming or while providing child care. Children's Ministries' Staff Members and Volunteers are prohibited from being alone with an individual child in any room or building. In the event a Staff Member or Volunteer finds himself or herself alone with a single child, that Staff Member or Volunteer will take the child to a room that is occupied by others, or to a location easily observed by others. (*Example: if a child is the last in a class to be picked up by a parent, the Staff Member or Volunteer will move with the child near the doorway or to an adjoining room where other Staff Members or Volunteers are present.*)

After every programming event, Children's Ministries Staff Members and Volunteers must ensure that every room and restroom are checked prior to leaving - doors are to be locked at that time.

On the Children's playgrounds, Staff Members and Volunteers are to circulate, watching children during play periods, making sure to give particular attention to the areas which are not easily seen from all viewpoints. (*Example: under slides, in corners, behind structures*)

Any two children who are together in an unseen or less easily-viewed area should be redirected to another (more open) area of the playground.

WORKER TO CHILD RATIOS

Richfield Church of the Nazarene is committed to providing adequate supervision in all Children's Ministries areas. Accordingly, the following worker-to-child ratios will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20
Kids' Camp	2	20

*The above ratios are MinistrySafe and Richfield Church of the Nazarene's minimum recommendations. Where supervision is concerned, *more is generally better.*

If a worker is 'out of ratio', it is his or her responsibility to immediately notify the program Supervisor or the Children's Ministries' Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker-to-child ratios into compliance with the Richfield Church of the Nazarene procedural manual.

DISCIPLINE

It is Richfield's expectation that Staff Members and Volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This includes shaking, spanking, slapping, pinching, hitting, pulling of hair, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, Staff Members and Volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children, some physical redirection may be necessary (for example, removing a toy from the hands of a child who is hitting another child).
- 2) If the behavior does not cease, remove or direct the child away from the group and take the child to another corner of the room (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- 4) Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (For example – 3 years old equals 3 minutes in time-out).
- 6) Monitor the child through the entire time-out, but do not spend this time "completely focusing" on the child. For longer time-outs, give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
- 7) Praise the child once he or she has completed the time-out and tell them that his/her reward is being able to rejoin the group. Remind them that repeating his/her initial behavior will result in further time-out. Follow this with praise.
- 8) If the above actions do not deter the child from repeating the offensive behavior(s), the child should first be placed into the temporary care of the Children's Ministries' Director or Preschool Supervisor until the behavior is corrected, or, if that decision proves to be futile, the child should then be dismissed into the care of the child's parents or caregivers. If the child must leave early due to behavior issues, the team member should tell the child that we look forward to seeing them next week, because forgiveness, redemption and mercy will be shown to those in our care.

Uncontrollable or unusual behavior should be reported immediately to parents, the on-duty Supervisor and the Children's Ministries' Director.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery and Preschool-Age Children

Because Preschool-age children may require complete assistance with their bathroom activities, all Staff Members and Volunteers will observe the following expectations:

Diapering

- 1) Only female Preschool/Nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 2) Diapering must be done in plain sight of other Preschool/Nursery workers and on changing tables ONLY – never on countertops, vanity tops, on the floor or on a worker's lap.
- 3) Before diapering, place a disposable liner on the changing table and then place the child on the changing table. Secure the child onto the table using the table's safety belt. Children must never be left unattended during the diapering process.
- 4) Workers must wear disposable, non-latex gloves, which are provided in each room.
- 5) Any special diapering instructions will be communicated from the parent to the worker and recorded on the registration cards. These instructions are to be followed while the child is in our care.
- 6) Using diaper wipes that are provided (NOT CLOROX WIPES), completely clean the child's front and back diaper areas. The child should be cleaned from front to back. Re-diaper and re-clothe the child immediately upon the completion of changing their soiled diaper. Never allow the child to be without underwear or a diaper.
- 7) Unstrap the child and allow him or her to continue participating in the class activity.
- 8) Place the soiled diaper in a diaper disposable bag, which are included in each room, and then tie the bag and toss it into the trash can.
- 9) Wipe the changing station with a Clorox wipe and then properly dispose of the used liner, Clorox wipe and non-latex gloves. Return the table to its original upright position.
- 10) Wash hands.

Potty-training

- 1) No child will be forced to toilet train.
- 2) Only female nursery workers or the child's parent or legal guardian will participate in toilet-training efforts with children of either sex.
- 3) Preschool children are to use the Preschool bathroom, if possible. Staff Members or Volunteers must make sure that no one is in the bathroom, and when cleared, the child may then enter. The door to the 3's and 4's classroom must be closed while the child is using the restroom. Children must never be left unattended in a bathroom. The hallway door must be left partially open while the child is in the bathroom, but the child in the restroom should not be visible to other children.
- 4) Following the visit to the bathroom, both the child and the adult should wash their hands before returning to the classroom.
- 5) Parents should be consulted on their child's progress. Any special potty-training instructions from the parents will be recorded on the registration card.
- 6) Potty-training tags are available at the Check-in station. Please attach the potty-training tag to the child's shirt back as a reminder to workers that the child is potty-training.
- 7) Children should be assisted in straightening their clothing before returning to the room with other children.
- 8) "Accidents" should be handled by reassuring the child and then completing the changing of diapers or underwear and clothing. They should never be humiliated for an accident.

- 9) Extra clothing and diapers are available from Richfield in the Nursery and Toddler areas if the parent has not furnished a change of clothing.

School-Age Children

School-age children will be accompanied to the restroom for supervision and assistance when needed. If using a multiple-stalled bathroom, the restroom must be checked to see if anyone else is inside the room. Once clear, the child is free to enter the bathroom. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff Members, Volunteers or other children should never be alone with a child in the restroom.

If a Staff Member or Volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another Staff Member or Volunteer.

Special Needs Children

Parents will offer instruction to Staff Members or Volunteers on the best practice of changing diapers of special needs individuals. After the age of 4, parents or legal guardians will change the clothing/diaper of all special needs individuals.

INTOXICANTS

Staff Members and Volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Richfield Church of the Nazarene facility, while traveling with children, or while working with, or supervising children.

MEDICATION

No ointments, creams, lotions, or oral medications may be applied or given to any child, including diaper rash ointment, burn cream, or insect bite medication, unless requested by a parent or given permission by a parent. In cases of allergic reactions, Epi-pens may be administered by those with proper training if a parent has requested such a need. A parent information sheet must be detailed and signed by a parent or guardian indicating the need for such medical response. This form will be kept on file.

NUDITY

Staff Members and Volunteers must never be nude in the presence of children while in their care. In the event there could be a situation that may call for, or contemplate the possibility of, nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the Staff Member/Volunteer will submit a plan to the Children's Pastor concerning arrangements for showering or changing clothes.

IMPROPER APPAREL

Modesty is key when working in the presence of children. Volunteers and Staff Members must avoid any improper apparel, including, but not limited to:

- Low-cut or cropped tops (including dresses) that expose the chest or midriff section
- Dresses, skirts or shorts that are too short, "ride up" or expose too much "leg"

- Leggings without a top long enough to completely cover the hip and buttocks area
- Improper words, symbols or pictures on clothing
- “Sagging pants”, holes or sheer fabric that expose areas of the body that should be covered

CELL PHONE AND OTHER TECHNOLOGY USAGE

Because we are providing the best childcare possible, we ask that Volunteers and Staff Members refrain from using their cell phones or other technology while serving in Children’s Ministries. This includes phone calls, texts, Facebook, Twitter, Google, etc. Volunteers and Staff Members are, however, encouraged to have their cell phones available in case of an emergency.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff Members and Volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in the Richfield Church of the Nazarene’s Children’s Ministries program. Another adult who has completed the Richfield application and screening process should always be present.

TRANSPORTATION

Staff Members and Volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

1. Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff Members and Volunteers should avoid transportation circumstances that leave only one child in transport.
2. Staff Members and Volunteers should avoid improper physical contact with children while in vehicles.
3. No cell phones (incoming/outgoing calls or texting) may be utilized by the driver while driving Richfield vans, or vehicles owned or rented by Richfield, unless in an emergency. If a call or text must be made or received, the vehicle must be safely pulled off the road until the call or text is completed. Safely re-enter traffic.
4. No drivers under the age of 25 may drive Richfield owned or rented vehicles.

PARENTAL CONTACT

Parents who leave a child in the care of Richfield Staff Members and Volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in the Children’s Ministries programs.

PARENTAL INVOLVEMENT

Parents and caregivers have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in, or have continuous, ongoing contact in their child’s programming at Richfield, will be required to complete the Richfield Volunteer application and screening process.

SIBLING INVOLVEMENT

From time to time, a parent or caregiver may ask to have their child join an older or younger family member or friend during Children’s Ministries’ programming. (For example, if a 4-year-old wishes to go to his/her sibling’s 6th Grade Sunday School class, the Supervisor or Children’s Ministries’ Director will direct the child to attend his or her age-appropriate class.) This is in an effort to

provide the best-possible programming for all children involved in Richfield's Children's Ministries. If an objection is made, the Children's Pastor will speak to the parent or caregiver regarding the issue.

PHYSICAL CONTACT

Richfield Church of the Nazarene is committed to protecting all children in its care. To this end, Richfield has implemented a physical contact expectation, which promotes a positive, nurturing environment within Children's Ministries, while protecting children at the same time. The following guidelines are to be carefully followed by anyone working in the Children's programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between Staff Members or Volunteers and children are important for a child's development, and these are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden, including carrying kids on shoulders or "piggy-backing," kissing, or lying on the ground or floor together. Any inappropriate physical contact, touching, or displays of affection should be immediately reported to the Supervisor, the Children's Ministries' Director or the Senior Pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a Staff Member or Volunteer.
4. Physical contact and affection should be given only in observable places, or when in the presence of other children or children's Staff Members and Volunteers. It is much less likely that touches will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Staff Members or Volunteers in Richfield's Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.
7. Children's Staff Members and Volunteers are responsible for protecting children who are under their supervision from inappropriate or unwanted touches by others.
8. Any inappropriate behavior or suspected abuse by a Staff Member or Volunteer must be reported immediately to a Supervisor, the Children's Ministries' Director or the Senior Pastor.

SEXUALLY-ORIENTED CONVERSATIONS

Staff Members and Volunteers are prohibited from engaging in any sexually-oriented conversations or "off color" remarks or jokes with, or in the presence of, children or other Team Members while serving in the Children's Department, including inappropriate or explicit information about their own personal relationships, physical attributes, dating or sexual activities.

SEXUALLY-ORIENTED MATERIALS

Children's Ministries' Staff Members and Volunteers are prohibited from possessing any sexually-oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children or other Staff Members or Volunteers during onsite or offsite programming.

PHOTOGRAPHY

No improper photographs are to be taken, shared, posted or shown of children, Staff Members or Volunteers during onsite or offsite programming.

FIREARMS

No firearms will be allowed in any Richfield facility, on church grounds, or during any Richfield offsite programming, unless they are stored in a locked vehicle, or permission is given by the Senior Pastor.

TOBACCO AND ILLEGAL DRUGS

Richfield Church of the Nazarene requires Staff Members and Volunteers to abstain from the use, or possession of, tobacco products or illegal drugs in any Richfield facility, or on the church grounds, while in the presence of children or their parents, or other Staff Members or Volunteers, or during Richfield activities or programs. Conversations regarding illegal drugs or tobacco use must be avoided while participating in Children's programming.

VERBAL INTERACTIONS

Verbal interactions between Staff Members, Volunteers, children and other church family members should be positive and uplifting. Richfield Staff Members and Volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, Staff Members and Volunteers must not speak to children, Team Members or family members in a way that is, or could be construed by any reasonable observer as, harsh, threatening, intimidating, shaming, derogatory, demeaning, bullying or humiliating. In addition, Staff Members and Volunteers are expected to refrain from swearing, yelling or telling inappropriate jokes or stories in the presence of children, Team Members or church family members.

INAPPROPRIATE TOPICS

Richfield Staff Members and Volunteers, as well as special speakers, will not under any circumstances participate in conversation regarding abortion, political viewpoints, homosexuality (Lesbian, Gay, Bi-sexual, Transgender or Questioning), same-sex marriage, co-habitation with members of the opposite sex, interracial bias, sexual activity (in or outside of marriage), or drugs in the presence of our children. In the case of discussing what the Bible teaches about sex, approval by the Children's Ministries' Director and the child(ren)'s parents must be given prior to the discussion.

SUPERVISION

Staff Members and Volunteers in Children's Ministries are expected to provide adequate and appropriate supervision for children in their care while working in church programming. (See the Adult-Child Ratio on page 9.)

SOCIAL MEDIA GUIDELINES

This policy provides guidelines for Staff Members and Volunteers to follow when they use Social Media tools on behalf of Richfield Church of the Nazarene. New Social Media tools emerge regularly. This policy applies to all forms of Social Media – those currently in use and those that Richfield Church of the Nazarene may adopt at any time.

All Richfield Church of the Nazarene policies, including harassment, confidentiality, and software use policies, apply to the use of Social Media. Ministry Staff Members and Volunteers who misuse the church's Social Media resources in ways that violate the law or other ministry policies are subject to disciplinary action.

1. Social media postings should not disclose sensitive or confidential information, unless the person whom the information concerns has given written consent to share such information. This might include medical information or other personal matters.
2. Richfield Staff Members and Volunteers should refrain from posting photos of individuals — or identifying the individuals — on Social Media pages without the person's prior written consent, which may be given by email, text or on the Child Information Form.
3. Staff Members and Volunteers are responsible for disabling the "tagging" of individuals in photos posted on Social Media. If the photos include location information, this information is to be removed, as well.
4. Staff Members and Volunteers must respect copyright and fair use laws, making sure that they have permission or authority to use content before posting it. Simply giving credit to the author will not protect Richfield from a possible copyright infringement claim.
5. When communicating with children's families via Social Media, Staff Members and Volunteers should follow the church's communication policy.
6. In addition, Staff Members and Volunteers who serve in Children's Ministries should keep Richfield's professional image in mind. Online conduct and behavior affect this image.
7. Richfield Church of the Nazarene discourages Children's Ministries' Staff Members and Volunteers from accepting invitations to "friend" children within personal Social Networking sites. Contacting children outside of Richfield's Children's Ministries' group page may create risks for Children's Ministries' Staff Members and Volunteers, as well as alter the dynamics between a Children's Leader and the child.
8. Staff Members and Volunteers are personally responsible for the content they post online, including content they publish through their own Social Media pages. Staff Members and Volunteers should be sure to identify themselves as part of the church, including their role at Richfield, and make it clear that they are speaking for themselves, not officially for the church.
9. Staff Members and Volunteers of Richfield Church of the Nazarene must remember that their online posts have the potential to affect the ministry, even those that are made on a personal level. For this reason, we ask that all Staff Members and Volunteers conduct their online interactions in accordance with the Volunteer Handbook, as well as Richfield's Statement of Faith and Code of Conduct.
10. In the event of a crisis, Staff Members and Volunteers are asked to contact the Children's Ministries' Director, Youth Pastor or Senior Pastor before responding to any posting or comments related to the crisis.

BULLYING AND HARASSMENT (Staff Members, Volunteers, Adults, Teens and Children)

Staff Members, Volunteers, adults, children and youth are prohibited from harassing, sexually harassing, sexually assaulting, hazing, threatening, intimidating, bullying, or verbally abusing another person, including gestures, written or verbal expressions, or physical acts that a reasonable person should know will harm another person, damage another's property, or insult or demean another. This includes, but is not limited to, threatening behavior, harassment, intimidation, bullying by children, youth and adults at church or church activities, or the destruction of church or individual possessions.

If any person is aware of, observes, or is a victim of harassing, assaulting, hazing, threatening, intimidating, bullying, or verbally abusing behavior or communications from a Staff Member, Volunteer, child, youth or adult, such person must report the behavior or communication to the Children's Ministries' Director, Youth Pastor, Senior Pastor or the Preschool Supervisor.

Once a report has been received, information will be gathered by the Children's Pastor or Youth Pastor to determine the severity of the incident. All information should be kept in complete confidence. In making this determination, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be reviewed. The following steps may be taken:

- The parent/guardian of all parties will be notified of the incident.
- The Children's Ministries' Director or Youth Pastor will ask each person involved in the incident to write a detailed description of what happened.
- Possible consequences may be:
 - Expulsion from an immediate event
 - Restriction from future ministry activities
 - Writing a letter of apology or verbal apology
 - Completion of some act of service
 - Banning the perpetrator from volunteering with children
 - Require parental supervision in order to be active in the program
 - In severe cases, such as rape or assault (which has caused serious injury), reporting to law enforcement
 - Recommend mental health care for victim and/or perpetrator
- The Children's Ministries' Director or Youth Pastor will complete a report to give to the Senior Pastor and Safety Committee.
- The Children's Ministries' Director or Youth Pastor may also require that the minor and/or the minor's parent or guardian meet with a Pastor or other appropriate personnel before being allowed to return to church or church activities.

REPORTING INCIDENTS TO PARENTS OR GUARDIANS

When a parent/guardian needs to be informed of a situation regarding his/her child at church or during a church activity, the policy of Richfield Church of the Nazarene is to inform one parent or guardian. When it is known that parents are together, the church assumes that by informing one parent, the other parent will be told by said parent. In the case where it is known that parents are divorced or separated, the church will make efforts to inform both parents.

CHECK-IN AND RELEASE OF CHILDREN

Any time a child has been entrusted into the care of Richfield Staff Members or Volunteers, the church incurs responsibility for the safety and well-being of the child. Staff Members and Volunteers must act to ensure the appropriate supervision and safety of children in their charge.

During regular Children's Ministries' programming, children from Birth through Sixth Grade must be "checked in" to their respective areas using the Richfield Electronic Check-in System. At the time of Check-in, children will receive an adhesive nametag, which includes their name, age, and

their own personal identification number. The person who checks in the child will be given their own corresponding adhesive “Child-retrieval” tag, which includes only the child’s corresponding identifying number. At the close of service or activities, Staff Members or Volunteers are then responsible for releasing the child ONLY to the person who is in possession of the Child-retrieval tag.

Elementary Sunday School Teachers are responsible for releasing their students into the care of the Kid Factory Staff, unless a child is picked up by his/her parent at the end of the Sunday School hour. The only person able to pick up a child from his or her class is the person with the “Child-retrieval Tag”.

In the event that Staff Members or Volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate Supervisor or the Children’s Ministries’ Director before releasing the child.

VOLUNTEER MINIMUM AGE REQUIREMENT

It is our goal at Richfield Church of the Nazarene to provide the most safe and loving environment for all children within our care. Therefore, a minimum age is required for all Staff Members and Volunteers who serve in a childcare position. This requirement is as follows:

- Children in Sixth Grade and younger will not be permitted to volunteer as a child-care facilitator, helper, playmate, etc., in the Nursery or Preschool area, or in an Elementary grade class younger than their age. These children will be encouraged to attend their age-appropriate classes that have been specifically planned for them. Children who are in Fifth and Sixth Grades are welcome to train and then serve as an “X-treme Kid” within the Kid Factory hour, which would gladly welcome and encourage their Kingdom service.
- Students who are in Seventh Grade to Twelfth Grade will be required to go through an interview process with the Children’s Ministries’ Director before serving in the Nursery, Preschool or Elementary areas. They must adhere to the Volunteer schedule and follow the requirements and expectations of this handbook. Students may not bring friends in to the above areas, unless those friends are on the schedule for that date. If those friends are interested in volunteering in any given area, they must first follow the interview process mentioned above.
- Students in Seventh to Twelfth Grades will not be allowed to volunteer in any child-care position without at least one adult present at all times.
- Any student who volunteers in any of the above-mentioned areas will be expected to assist the adult who is in charge, and not be a burden or another “child” to care for on the part of the adult in charge. If this becomes an issue, the adult will speak to the Supervisor or Children’s Ministries’ Director, who will in turn determine the next steps necessary to correct the student’s improper behavior. If this behavior is not remedied, the student will be put on probation and/or not be allowed to serve for the remainder of that year. After that year, the student may once again interview with the Children’s Ministries’ Director with hopes of serving in Children’s Ministries at Richfield Church of the Nazarene.

INDIVIDUALLY-PLANNED PARTIES, EVENTS and TRIPS

Staff Members and Volunteers in Children’s Ministries are encouraged to build relationships and invest in the lives of their students through parties and celebrations; however, if any Staff Member or Volunteer wishes to plan a party or trip outside of what has been planned through the church or the Children’s Ministries’ Director, that Staff Member or Volunteer must receive permission from

the Children's Pastor prior to advertising or promoting the event. A Children's Ministries Event Form (please see Children's Ministries' Director for form) must be filled out and given to the Children's Ministries' Director. This form will include such necessary details as:

- Person in charge of party/event/trip
- Date of party/event/trip
- Type of party/event/trip
- Location or destination
- Who will be invited
- Adult chaperones (minimum of 2 adults)
- Cost for individuals
- Transportation plans (if necessary)

Richfield Church of the Nazarene

Procedures and Guidelines Manual Statement of Acknowledgement and Agreement

I have received and read a copy of Richfield Church of the Nazarene's Children's Ministries Procedures and Guidelines Manual. I understand the importance of the material in the manual and agree to abide by these guidelines while serving or working at Richfield Church of the Nazarene.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Richfield Church of the Nazarene.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand that I may choose to end my employment or voluntary service at Richfield Church of the Nazarene at any time. If possible, I will provide two weeks' notice to my Supervisor or the Children's Ministries' Director.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Richfield Church of the Nazarene. If applying as a Volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the Richfield Church of the Nazarene Children's Ministries Procedures and Guidelines Manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to the Richfield Church of the Nazarene Procedures and Guidelines Manual until signed by Staff Member or Volunteer. Once signed, this page is to be given to the Children's Ministries' Director.]