

## **ABUSE PREVENTION FOR CHILDREN'S WORSHIP**

### **VOLUNTEERS**

1. All adult volunteers must complete an application before serving in Children's Worship.
2. Children's Worship teachers will serve in teams of two if possible: two teachers or one teacher and one parent helper.
3. All teachers/helpers in one Worship Center may not be from the same family.
4. Two adults will remain in the Worship Center with the children at all times, except during restroom trips.
5. The Children's Worship Director will let the teachers know where he/she (or designee) can be found in the church in case of an emergency.
6. The Children's Worship Director will provide regular in-services for all Children's Worship teachers to review ECRC policies regarding safety and abuse prevention.

### **ARRIVAL AND DISMISSAL**

1. When dismissed from the primary worship service, a teacher will meet the children at the front doors of the sanctuary and lead them to their classroom.
2. A child will be dismissed from the Worship Center to a parent or guardian.
3. Two teachers (or a teacher and helper) will remain in the Worship Center until all of the children have been released.

### **RESTROOM ASSISTANCE**

1. Only adults may assist children in the restroom. A teacher/helper may take up to three children to the restroom at one time.
2. The teacher will leave the stall door open while helping a child in the restroom.
3. Children may use either restroom on the same level as the Worship Center.
4. The teacher will remain outside of the stall in the restroom and will encourage the child to do their best in taking care of his/her personal needs, and if the child requires further assistance the stall door is to remain open while the child is assisted.

## AFFECTION

1. It is understood that working with small children requires some bodily contact. Gentle, casual touching on the children's head, arms, and hands will be permitted.
2. Kissing is inappropriate.
3. Lap sitting is inappropriate for children over the age of six. Rather, encourage children to sit next to you; however, if a child is crying uncontrollably and you are in sight of other adults who are aware of where you are, you may hold a child on your lap until the crying stops.
4. Avoid body-to-body hugs. One arm hugs, side hugs or hand to arm hugs are permissible.
5. Avoid giving or receiving back rubs.

## FACILITIES

Door windows are not to be covered for any reason.

## DISCIPLINE

1. State what your teachers' expectations are relating to the children's behavior.
  - Children are to refrain from hitting, kicking or injuring anyone in the classroom.
  - Children are expected not to shout and to take turns talking.
  - Children are expected to be obedient and follow the teacher's classroom instructions.
2. When speaking to the children concerning a discipline issue, maintain eye to eye contact with the child.
3. If needed, rearrange the child's location in the room so that he/she is closer to the teacher for supervision.
4. Use positive reinforcement to encourage good behavior of a child who possibly has been a behavioral problem.
5. Try to find out why the child is upset. (e.g. "Can you tell me why you are sad or why you just don't feel like listening?")

6. Sometimes a child can be easily distracted by giving the child a job or activity to do in the classroom.
7. If a child continues to be disruptive, it is important to notify the Director of the program.
8. Upon mutual agreement between the teacher and the director, the parents will be notified of their child's disruptive behavior.
9. Teachers should ask the parent how they handle similar situations at home. Ask them if they have any advice and invite them to attend your class.