

ABUSE PREVENTION FOR CHURCH SCHOOL: GRADES THREE THROUGH TWELVE

VOLUNTEERS

1. All adult volunteers must complete an application before serving in a ministry.
2. The teacher will remain in the classroom with his or her class at all times.
3. The Church School Superintendent will let the teachers know where he/she will be found in the church in case of an emergency.
4. The Church School Superintendent will review with all teachers the policies of ECRC regarding safety and abuse prevention.

ARRIVAL AND DISMISSAL

1. The teacher will not dismiss his/her students before 10:50 AM.
2. Children will use the restroom nearest to their classroom. If there are two teachers in a class, one will watch the hall to be sure the child goes directly to and from the restroom.
3. Children with special needs will be assisted as pre-arranged with the parents.

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 the good behavior of a child who may have 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.

AFFECTION

1. Gentle, casual touching on the children's head, arms, and hands will be permitted.
2. Kissing is inappropriate.
3. Avoid body-to-body hugs. One arm hugs, side hugs or hand to arm hugs are permissible.
4. Avoid giving or receiving back rubs.