

ABUSE PREVENTION FOR CHURCH SCHOOL: PRESCHOOL TO SECOND GRADE

VOLUNTEERS

1. All adult volunteers must complete an application before serving in a ministry.
2. In church school there is usually one teacher per class except during singing.
3. One adult must remain in a classroom at all times.
4. The Church School Superintendent will have an annual in-service to inform teachers of the policies regarding safety, and abuse prevention.

ARRIVAL AND DISMISSAL

1. Parents of pre-school children through kindergarten must bring their children to the classroom.
2. Preschool children through kindergarten will be dismissed from church school to a parent or guardian.
3. Children in first grade and second grade will be dismissed from church school to a parent or guardian.

RESTROOM ASSISTANCE

1. Only the classroom teacher may assist in the restroom.
2. When dismissing a child to use the restroom, the teacher needs to keep his/her classroom door open and stand in the hallway, watching the child go to and from the restroom.
3. The child is encouraged to do his/her best in caring for personal needs. If the teacher needs to assist, he/she must keep the door of the restroom stall partly open.
4. The Superintendent or his/her designee will be available to help in emergencies.
5. Children with special needs will be assisted as prearranged with parents.

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 may not 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 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.