

ABUSE PREVENTION FOR JUNIOR GEMS/GEMS— JUNIOR CADETS/CADETS

VOLUNTEER

1. All counselors must complete an application as part of ECRC's abuse prevention procedures.
2. All counselors will arrive at least fifteen minutes prior to the starting time. At least one counselor will remain with the children at all times.
3. The head counselor will let the counselors know where he/she can be found in case of an emergency.
4. The head counselor will review ECRC's policies regarding safety and abuse prevention at the start of the season.

REGISTRATION OF CHILDREN

1. All parents need to complete a registration form, which includes parents' names, emergency telephone number and special needs information.
2. These forms will be available during meeting times in case of emergencies.

ARRIVAL AND DISMISSAL

1. Children should not arrive earlier than ten minutes before starting time.
2. Parents must come into the building to pick up the Junior Gems and Junior Cadets.
3. Gems and Cadets will not be dismissed earlier than the set ending time.
4. At least two counselors will remain after a meeting until all the Gems/Cadets have been picked up. Specific permission from the parent is necessary for a counselor to take a child home.

RESTROOM ASSISTANCE

1. It is assumed that children in grades one through eight do not need restroom assistance.
2. Children should only be dismissed one at a time to use the restroom outside the nursery. Children can be dismissed two at a time to use the restrooms outside of the kitchen.
3. Adult volunteers do not need to enter the restrooms while children are using them.

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.

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 instructions.
2. When speaking to the children concerning a discipline issue, maintain 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 may have a behavioral problem.

- 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?”)
5. Sometimes a child can be easily distracted by giving the child a job or activity to do in the classroom.
 6. If a child continues to be disruptive, it is important to notify the Director of the program.
 7. Upon mutual agreement between the teacher and the director, the parents will be notified of their child’s disruptive behavior.
 8. 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.