

# **ABUSE PREVENTION FOR VACATION BIBLE SCHOOL**

## **VOLUNTEERS**

1. All VBS volunteers must complete an application as part of ECRC abuse prevention procedures.
2. The VBS directors will let the volunteers know where they will be during the entire meeting time in case of an emergency.
3. All volunteers will attend staff meetings each day to be prepared for their activities.
4. In Pre-K the teacher will stay with his/her group at all times. The young helper should do any errands that need to be done during meeting times.
5. At least once a year, the VBS directors will review all of ECRC's policies regarding abuse prevention at a staff meeting. A copy will be included in each staff member's folder.

## **REGISTRATION OF CHILDREN**

1. All parents need to complete a registration form, which includes parents' names, emergency telephone numbers, and special needs information.
2. The VBS directors will keep registration forms. All emergencies will be reported to the directors.

## **ARRIVAL AND DISMISSAL**

1. Children should not arrive earlier than ten minutes prior to starting time.
2. Counselors will be in their tents to meet the children as they arrive in Grades 1 through 4.
3. Helpers and Counselors will be by their blankets to meet the children in pre-school through kindergarten.
4. All children will only be dismissed to their parent from their blankets or tents. Special arrangements for pick-up should be given to the counselors when the child arrives that day.

## RESTROOM ASSISTANCE

1. It is assumed that children in first through fourth grade will not need help. They should try to wait to use the restroom during a specific time at a specific restroom.
2. Only adult counselors should help with the Pre-K in the restroom. A teacher may take up to three children at a time.
3. Even if a child does not need assistance, one teacher will escort him/her to the restroom. The teacher will wait outside the door or stall.
4. Children with special needs will be assisted as pre-arranged with the 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.

## 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 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 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 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.