

Kidz Root Safety Policy

Updated August 2026

The procedures outlined in this document are not all-encompassing. For special instances not covered, please defer to the procedures outlined in Westminster's Child Protection Policy.

Criteria for Volunteering

- Undergo the volunteer screening processes implemented by their home church (Westminster, New Life, City Hope, etc.) and be approved to serve by said church
- Complete a background check, conducted by their home church
- Agree to abide by the policies laid out in this document

General Guidelines

- Volunteers should arrive at Westminster at 4:30 pm, unless otherwise stated
- There must always be two adults present when ministering to children
 - Teenage volunteers do not count towards this ratio, and should never be left alone with children without an adult present
 - In instances where two adults are not available, classroom doors must remain open and another volunteer should regularly check on them
 - Volunteers should never be alone with a child
- Injuries and Illness
 - Children and volunteers should not attend Kidz Root if they are sick. A person is considered sick if in the past 24 hours they have vomited or run a fever of 99.8 °F
 - A first aid kit can be found in the kitchen at Westminster
 - Should a child be injured or become ill, a volunteer must record it on a "Westminster Presbyterian Church Injury Form"
 - Parents should always be notified about injuries that occur during Kidz Root
 - For minor occurrences which can be treated with basic first aids (bandaids, ice packs, etc), parents can be notified at pick-up
 - For major occurrences, parents should be called immediately
- If a child is ill, parents should be contacted immediately and asked to pick up their children and the child should be separated from the rest of the children
- Physical Boundaries
 - Any touch between a child and volunteer should be done in an age-appropriate manner, and the child should never be made to feel uncomfortable because of a touch
 - Touch should never be used as a means of discipline

Bathroom Policy

- An adult volunteer must accompany children to the restroom
- The adult should first check to ensure that no adults are present in the restroom before the child is allowed to enter. The adult should wait outside the restroom and accompany the child back to the classroom
- If possible, at least two children should be taken to the restroom at one time, so no adult is ever left alone with a child

Arrival and Dismissal Procedures

Arrival

- As children arrive a volunteer will greet them and direct them into the fellowship hall
- Children will be given name-tags and a volunteer will record attendance during this time
- Children attending Westminster's Children's Choir prior to Kidz Root will be dismissed from the music room to pick up their name-tags and go into the fellowship hall

Dismissal

- All children must be picked up and signed out by a parent, guardian, or other approved person. An "approved person" refers to individuals who have been designated by the parent or guardian as someone who is able to pick up their child (ex. Older siblings, grandparents, friends, etc.)
- A volunteer will be stationed in the lobby to greet parents, guardians, or approved persons and will direct them to sign out the child(ren) they are picking up
- At this time, children will be seated with their group leaders in their designated dismissal areas; parents are permitted to enter and retrieve their children from their groups after children have been signed out
 - PreK and Kindergarten: Triple Room
 - 1st-5th grade: Fellowship Hall

Discipline

When disciplining children, it should always be done with love and grace. Try to use these moments as times to share the gospel with the children, remind them about the forgiveness and grace that Christ gives us when we sin.

Take the following steps if a child is displaying inappropriate behavior:

1. Verbally redirect the child to a more appropriate behavior.
2. If the child continues to act out, make consequences clear. Consequences should always be followed through with, if necessary.
 - o Consequences should not be overly harsh, and should directly relate to the negative action at hand. Ex. if a child is not following the rules during recreation time they may be prevented from continuing to play the game
 - o If a time out is given, the child should not leave the supervision of an adult, but instead can be placed in an unused area of the room, away from other children. The amount of time given should not exceed the age of the child (ex. A 4 year old gets no more than 4 minutes of time out).
 - o If consequences are needed, volunteers are encouraged to inform the parent or guardian during dismissal. Volunteers communicate and work with the parents to create an environment where the child can thrive.
3. If uncooperative behavior persists, an additional volunteer should be contacted to assist.
 - In extreme or consistent instances of uncooperative behavior, a Kidz Root director should be contacted. The director will intervene and, if necessary, contact the parent.
4. If a specific child is consistently displaying inappropriate behavior, a worker will contact the parents and a Session member from the child's home-church will help provide guidance. Together, they will agree to a plan that will encourage more cooperative behavior.