



FELLOWSHIP
BAPTIST CHURCH

Fellowship Kids Children's Ministry Policies

Dear Children's Volunteer or Staff Member,

Welcome to Fellowship Baptist Church (FBC)!

At FBC, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of FBC. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Fellowship Baptist Church Leadership

circumstances where a parent or guardian is not present (such as VBS), the Children's Minister should be notified and will give direction on handling the individual situation. Children should always be encouraged to wash their hands after using the restroom. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers in the diapering or toileting of special needs individuals. After the age of 4, parents or legal guardians will change the diapers of special needs individuals unless they are unavailable. All previously listed diapering and toileting procedures will be followed for special needs individuals.

SNACKS

The Children's Ministry will provide all snacks for Children's classes and events unless otherwise approved by the Children's minister (example: parents bringing snack for a child with allergies).

Food Allergies

Fellowship Kids will, as is capable, be a peanut-free ministry in order to accommodate those with severe food allergies. We will make reasonable accommodations for any child with food allergies. Parents will offer instruction to staff members or volunteers on how to handle a child's food allergies.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any FBC program or activity.

MEDICATION

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry. The only exceptions to this are when using prescribed diaper-rash creams or emergency medications. Parents of children should be consulted on how to use emergency medications upon the child's first visit.

NUDITY

Staff members and volunteers serving in Children's Ministry should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Children's Minister concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's Ministry and Youth Ministry activities or programs. Another trained, screened adult should always be present.

TRANSPORTATION

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Children's Minister, Youth Minister or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children in their care.

TOBACCO AND VAPING USE

FBC requires staff members and volunteers to abstain from the use or possession of tobacco and vaping products while in the presence of children or during FBC activities or programs.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

RELEASE OF CHILDREN

At any time that a child has been entrusted to Children's Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Child Discipline Procedure

DISCIPLINE

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

- 1) Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- 2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- 3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Remind that child that everyone does bad things, but Christ died so we can be forgiven, and He can help us to do the right thing. Do not physically hold a child in time-out.
- 4) Provide the child with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- 5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
- 6) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
- 7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise. We all do wrong, but God has been gracious to us because of His great love.
- 8) Always keep in mind the cognitive or developmental stage of a child when employing discipline. Some children (such as infants or children with certain special needs) may not be able to respond to disciplinary action. Reasonable accommodations, such as gently redirecting behavior, should be made for them so they can participate in ministry activities.

Policies and Procedures

Statement of Acknowledgment and Agreement

I have received and read a copy of Fellowship Baptist Church's Children's Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Fellowship Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Fellowship Baptist Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between Fellowship Baptist Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of Fellowship Baptist Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Fellowship Kids Ministry Policies for your personal records.]

Policies and Procedures

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Staff Member or Volunteer's signature

Date: _____

[This page is to be signed, detached and delivered to the church Ministerial Assistant in the church office.]

Updated January 31, 2019

Staying Home from School or Childcare When Your Child is Sick



If you think that your child has an illness that can be spread to others, please keep him or her home from school or childcare. Contact your healthcare provider or clinic if you think medical attention is needed.

The School and Childcare Exclusion List was updated January 31, 2019

E. coli 0157:H7 and other Shiga Toxin Producing E. coli (STEC):

For all ages do not allow recreational water activities (pools, splash pads, water tables, etc.) until 2 weeks after diarrheal symptoms stop.

- **Children in childcare and students in kindergarten:** Must have 2 back to back tests taken at least 24 hours apart test negative for **STEC**. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion.
- **Students in grades 1–12:** Must have 2 back to back tests taken at least 24 hours apart test negative for **STEC**. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion.
- **Salmonella Typhi (Typhoid fever):** Children of any age must be out of school or childcare until the diarrhea stops and 3 lab tests taken at least 24 hours apart test negative for *Salmonella Typhi*. If antibiotics were prescribed the stool cultures must be collected at least 48 hours after antibiotic completion. A **healthcare provider** must clear the child to return to school or childcare.

Shigella:

- **Children in childcare and students in kindergarten** must be removed for 24 hours or more after diarrhea has stopped and at least one stool culture is negative. If antibiotics were prescribed the tests must be collected at least 48 hours after antibiotic completion. A **healthcare provider** must clear the child to return to school or childcare.
- **Students in grades 1–12:** Remove until diarrhea has stopped for 24 hours or more: provided that the student has good handwashing and is able to self-toilet. A **parent note** is required to return to school or childcare.
 - A student with questionable or poor hand hygiene may be required to have at least one Shigella-negative stool culture and to be diarrhea-free for at least 24 hours prior to returning. If antibiotics were prescribed, stool cultures must be collected 48 or more hours after the antibiotics are completed.

Campylobacter, Enteropathogenic E.coli (EPEC), Enterotoxigenic E. coli (ETEC), Giardia, Norovirus, Rotavirus, and most types of Salmonella:

Your child may return with a **parent note** after diarrhea stops for 24 hours.

Fever only

Keep your child home for a fever of 101 degrees or higher by mouth or 100 degrees or higher if taken under the arm. Your child can return to school or childcare with a **parent note** when the fever is gone.

Flu, Influenza or Influenza-Like Illness (ILI)

(ILI is defined as an oral temperature of greater than 100° F with a cough and/or sore throat for which there is no other known cause)

A child with the flu will be excluded for a fever of 100 degrees with cough and/or sore throat until he or she is fever free for at least 24 hours without any fever medicines.

Hand, Foot, and Mouth Disease

Children with hand, foot, and mouth disease should be out of school or childcare while they have fever, above normal drooling, trouble swallowing, or are too sick to do normal school or childcare activities.

Head Lice

Children with crawling lice or with nits (eggs) 1/4 inch or closer to the scalp may be sent home at the end of the day, if head-to-head contact with other children can be avoided. Otherwise, they may be sent home immediately.

Your child may return with a **parent note** after their first treatment with a facility-approved lice removal product, if there are no active lice crawling on your child's head.

The school or childcare should check your child's scalp for any newly hatched lice 7–10 days after treatment. If any are present, your child will have to be removed and retreated for lice in order to come back to school or childcare.

Haemophilus influenzae Type B (Hib)

Children with a Hib infection are excluded until cleared by a **healthcare provider** to return to school or childcare.

Hepatitis A

Children are excluded until 1 week after the start of illness or jaundice. The child may return with a **medical note** 1 week after the start of the jaundice.

Impetigo

Your child may return after receiving antibiotics for 24 hours, as long as the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight bandage. A **parent note** is needed to return to school or childcare.

Measles (Rubeola)

Children with measles can return with a **medical note** 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school or childcare activities.

Meningitis

A child with signs of meningitis (high fever, rash, stiff neck) must remain out of school or childcare until a **healthcare provider** provides a medical note stating that the child may return.

Mumps

Children with mumps can return with a **medical note** 5 days after the beginning of swelling.

Pink-eye / Conjunctivitis

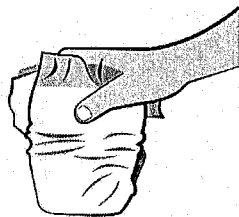
Children with pinkeye do not have to stay home unless there is a recommendation from the health department or the child's healthcare provider. A child with pinkeye should see a healthcare provider if he or she has fever or severe eye pain.

Rash with fever, behavioral changes or other symptoms

Children who have a quickly spreading rash or a rash with fever or behavior change are to be removed from school or childcare immediately. A **medical note** is required to return.

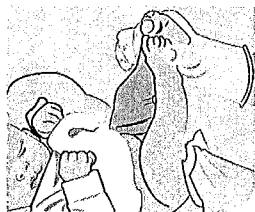
Safe and Healthy Diapering to reduce the spread of germs

Keep a hand on the child for safety at all times!



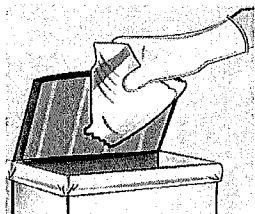
1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



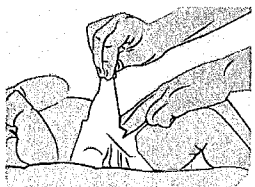
2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



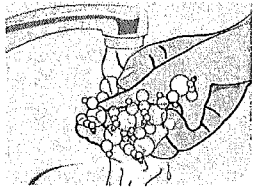
3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



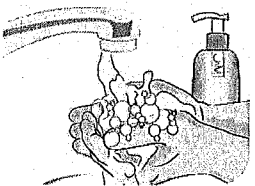
5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases



Safety Application Form for Volunteers and Employees **CONFIDENTIAL**

This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of children or students. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children or students who participate in the programs of Fellowship Baptist Church (FBC) or use FBC facilities.

Name: _____

Address: _____

Phone: _____

Drivers License # _____ Social Security # _____ - _____ - _____

Sex: _____ M _____ F Date of Birth: _____

Marital Status: _____ (*single, married, separated, divorced, widowed, etc.*)

How long have you lived at your current address? _____

Previous address: _____

List all other cities and states where you have lived as an adult:

Date: _____



Do you have a preference concerning the age group or sex of children or students with whom you would like to work? If so, what is the basis for this preference?

What is your philosophy concerning re-direction or discipline of children?

When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you ever physically or sexually abused a child?

Has someone ever accused you of physically or sexually abusing a child, or molesting a child?



Volunteer Statements and Agreed Code of Conduct

Please initial each of the following statements:

_____ I declare that all statements contained in my Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.

_____ I understand that **my references and contacts** from prior church or non-church work with children, student, or disabled adults will be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.

_____ I understand that I must be interviewed and recommended by a member of the FBC Volunteer Screening Team before I begin service as a volunteer in Fellowship Baptist Church Children's ministries.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand that Fellowship Baptist Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Fellowship Baptist Church cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.

_____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.

_____ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform Fellowship Baptist Church of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ If accepted as a volunteer, I agree to read and abide by all Policies and Procedures provided to me by Fellowship Baptist Church.

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Volunteer Screening Team: _____ Date: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

I. A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud; you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

Fellowship Baptist Church Volunteer Background Investigation Release Form

In order to provide a secure environment for those to whom we provide services, our staff and volunteers, and our community, Fellowship Baptist Church, by and through its agents and representatives, routinely procures background investigations on those who minister on the Church's behalf. Please understand that this policy helps us ensure that our services are delivered in a professional and safe manner. This may include procurement of a consumer report (as defined by the Fair Credit Reporting Act) from MinistrySafe, LLC (dba Abuse Prevention Systems), a Consumer Reporting Agency.

By signing below, you grant permission to Fellowship Baptist Church, by and through its agents and representatives, to obtain such a report now or at any point in the future in connection with your volunteer position. You also grant permission to all parties to release information regarding your character, previous or current military service, or criminal or civil litigation matters to Fellowship Baptist Church, by and through its agents and representatives, or to MinistrySafe, LLC (dba Abuse Prevention Systems), including information that may be deemed negative.

Signature of Applicant/Legal Guardian

Date

Identity Information

First Name:

Middle Name:

Last Name:

Other Names Used:
(maiden names or aliases)

Social Security Number: - -

Date of Birth: Month: Day: Year:

Current Home Address:

City: State: ZIP:

Drivers License State: Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:



Volunteer's Name: _____

REFERENCE FORM FOR VOLUNTEERS

Name	Address	City and State	Zip Code	Telephone
<i>Personal:</i>				
<i>Email:</i>				
<i>Professional:</i>				
<i>Email:</i>				
<i>Family Member:</i>				
<i>Email:</i>				

References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by applicant in allowing FBC to determine applicant's fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual's work. One of these references should be a person of the opposite sex.