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# **Safety Barriers**

**for every  
Children's  
Ministry**

**By Shane Cooke**

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# TEN SAFETY BARRIERS

## EVERY CHILDREN'S MINISTRY MUST HAVE

Whether we know it or not, our Kids Ministries are very vulnerable and susceptible targets for something to go wrong. There are those that would intentionally want to infiltrate with ulterior, underhanded motives which have devastating consequences. Others could be accidents and incidents that are not intentional but the fall out can still be disastrous for your ministry.

We will discuss a number of these scenarios as well as plans of action to help make sure your Kids Ministry is a safe and secure place for children to learn and grow in their faith.

### People – Policies – Practices

*All of these barriers will fit into one of these three groups.*

How you handle the **People** Resource group will be vital in creating a safe Kids Ministry.

**Policies** will give you the frame work of how you will manage the people resource and how they will operate in your kids Ministry.

**Practices** will be the outworking of your procedures and preventions which your policies have framed.

### Swiss Cheese Model

One of my favourite TV series is “Air Crash Investigations” It probably is not the best show to watch if you are about to do an overseas trip which involves air travel!

I love the investigative process as they are able to uncover the factors that led to the crash. One such episode caught my attention. It spoke of the “Swiss Cheese Model” relating to airplanes. They made a very bold statement declaring that in this modern era it is virtually impossible for an airplane to crash.

That caught my attention as I had just watched the breaking news of another tragic airplane crash!

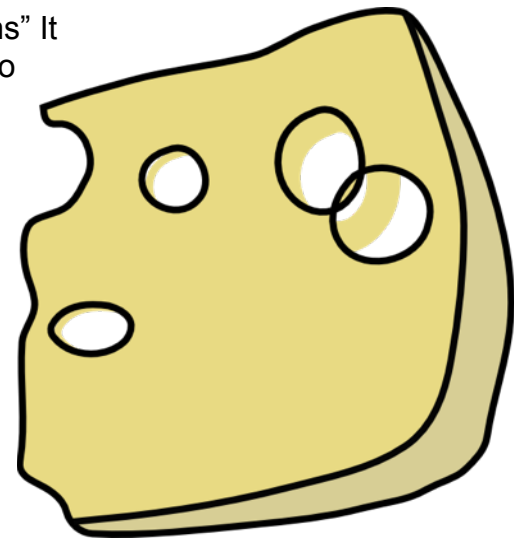
Our memories are etched with the code numbers of certain planes which grabbed international attention.

MH 370; MH 17; AirAsia QZ8501 are but three of the 111 crashes recorded in 2014. In spite of these crashes,

the experts continue to tell us that flying is still the safest form of transportation.

Included in these is the missing plane MH 370. With all the advances in aviation technology, it is unfathomable how a plane could simply fall out of the sky.

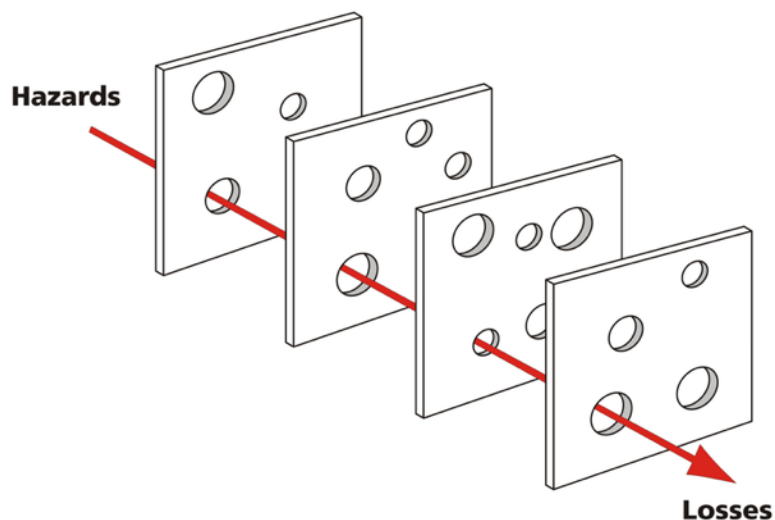
Putting air crashes into perspective with other forms of transportation, about 1.24 million people die on the worlds roads in car accidents compared to the deadliest year of plane crashes been 1972 where 3,346 people died. That is comforting as long as it is not one of your loved ones who are part of the statistics.



**Definition:** In the Swiss Cheese model, an organisation's defences against failure are modelled as a series of barriers, represented as slices of cheese. The holes in the slices represent weaknesses in individual parts of the system and are continually varying in size and position across the slices. The system produces failures when a hole in each slice momentarily aligns, permitting a path for an accident opportunity, so that a hazard passes through holes in all of the slices, leading to a failure.

The multiple slices of cheese stacked side by side negate, deny the threat the possibility of becoming reality because they act as layers of defence behind each other. Therefore in theory, lapses and weaknesses in one defence do not allow a risk to materialise, since other defences exist to prevent a single point of weakness.

In aviation terms, these are like the many protective barriers, the safety barriers that are built into the airplanes.



**Some of these safety barriers are:**

The **Traffic Alert and Collision Avoidance System, or TCAS**. The system calculates how long it will take for another plane to get so close that it can't be avoided. A warning sounds when time starts to run out.

For example, the TCAS would get second-billing to a message from the Ground Proximity Warning System—the pilots would hear, "Terrain, terrain, pull up!" before, "Traffic, traffic.")

The moment one conflicts with another there is a warning given for the pilot to take action.

Another barrier would be the **safety checks** required before takeoff. The cockpit crew have a number of checklists that are mandatory to comply with before a flight and also as the plane is about to come in for a landing.

**Pilots are another safety barrier.** A pilot enters the cockpit with knowledge and experience. Some of the experience is done in a simulator while the other is hands on in real time under the watchful eye of a more experienced pilot.

**EACH ONE has be active in order for it to be a suitable protective barrier**

It's no use having an alarm system at home if you don't switch it on, it won't do the job it was designed for. This is true when it comes to these safety barriers in your kids Ministry. They **MUST** be **ACTIVE**.

SWISS CHEESE MODEL says, if you violate anyone of these barriers you stand the chance of catastrophic failure or accident.

If you ignore anyone of them, you also open yourself up to possible accident.

As long as each of the **protective barriers is active it is virtually impossible** for the plane to crash.

Violate one and you could get away with it and carry on. Keep violating it, you open yourself to the possibility and more than possibility that there will be a crash.

These are the multiple 'defence barriers' on board the plane that act as the backups to one another to make accidents virtually impossible.

So the question must be asked – if this is so, why do we still see so many airplane crashes with catastrophic results?

When ONE defence is violated, it is possible to walk away unscathed BUT if there is a **CONSTANT VIOLATION** of these defence barriers, violating more than one at a time. When this happens, it is only a matter time before the holes of weakness align and there is a catastrophic accident.

Very seldom is an accident due to ONE issue. Nearly ALL times it is a combination, compiling of multiple violations that result in one BIG accident.

In simple terms, if barriers are constantly violated there will come a time of no return and the end result will be an accident.

The Swiss Cheese model includes both active and latent failures. Active failures encompass the unsafe acts that can be directly linked to an accident, such as (in the case of aircraft accident – pilot error. Latent failures include contributory factors that may lie dormant for a period of time until they contribute to the accident.

What has this got to do with Kids Ministry?

When a parent drops off their children into our care and ministry, they are **EXPECTING** a number of defence and proactive safety barriers to be in place that would protect their children.

I am certain that every Children's Minister and leader has been appalled by the what seems to be an epidemic of abuse that has been uncovered in churches throughout the world. The newspapers and media herald these stories on their front pages and breaking news stories. It is almost a weekly occurrence that one is able to open a

newspaper to read the sordid details of a minister or someone else in positions of power in the church that are responsible for molesting and abusing vulnerable innocent children. It has become a scourge, blight on the Body of Christ.

There is no doubt that every Children's Minister would categorically say they are committed to the safety of the children who are placed in their care whether it be on a Sunday or any other day that Kids Ministry takes place.

**Our mission should be to provide a safe, caring and loving environment so that children can come to learn about the Good News of the Gospel.**

Every parent has the right to know that their children are safe when they hand over their children to Children's Ministry.

### **Duty of Care**

Whenever a leader-child relationship exists, the leader has a special duty of care.

*"A Leader is to take such measures as are reasonable in the circumstances to protect a child under the Leader's charge from risks of injury that the Leader should reasonably have foreseen."* (Richards v State of Victoria 1969 Australia)

### **Supervision of Children**

Supervision is deemed to have commenced once a child has entered the room, the parent has left in the room for a specific session.

Supervision is deemed to have ceased once the child has been collected by the parent/ authorised person.

This Duty of care may be known by other names or terms in other countries BUT it still implies responsibility upon our shoulders as Kids Ministry Leadership.

### **Swiss Cheese Theory in Children's Ministry**

Just as we have seen that protective barriers in aviation help minimise disasters so this is true in our Children's Ministry. We want to put into place a number of barriers that will help minimise a disaster.

### **Mindset Changes**

Make no mistake; our churches are the prime targets of sexual predators. I'm sure you have seen news documentaries in your area that have found how many sex offenders live close to schools, places where children attend or hang out.

Take a moment to do a search of your local area. In some countries this information is freely available. You may be surprised and shocked by the results.

Why is the church a target?

### **Ex-Offenders in the Church**

We preach a message of forgiveness and mercy. . The church is known for welcoming the broken and the flawed. This makes it easy for some ex-offenders and sex offenders to get involved in Children's Ministry.

### **The Dilemma of the Church**

The church has always been a trusting and unsuspecting place which can be preyed upon by those who have other motives for involvement.

### **The Begging Mentality**

How often do we hear the pleas for more helpers and workers in our children's ministry? We never seem to have enough workers. This can sometimes cause us to become desperate and welcome the "whosoever will" thus opening the doors to possible offenders. Some pedophile rings encourage their members to join church for this very reason.

### **Safety Barriers to put in place**

The 10 barriers we will begin to put into place are going to help us make a promise:

Our Ministry is going to be a Safe Zone

The 10 Barriers are:

- Leaders Application Procedures**
- Leader Requirements**
- Classroom guidelines**
- Sign in & dismissal procedures**
- Visible ministry policies**
- Policies, Procedures and practices**
- Visitation & Contacting of Children**
- Emergencies and Evacuations**
- Privacy and Kids Ministry**
- Government Compliance**



What are the steps needed to create safety policies

### **Clarify the areas of Risk**

You want to be ruthless leaving no stones unturned. There should be no 'holy cows' when you begin this process. Nothing must be off limits when assessing areas of risk. I am giving you 10 areas. In each of these areas there may be issues that you are facing that is not mentioned. There may even be areas not covered in this training manual. It may be a 'barrier' that you need to create. Simply give it a name and number it number 11, then begin the same process we have used in the 10 mentioned above.



### **Ask Critical questions**

Creating safety barriers that are virtually impossible to penetrate require asking the critical questions. Questions that should be asked over and over are:

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### **Gather Information from other church regarding their policies and procedures**

There is no reason to reinvent the wheel. There are hundreds of churches who have created their own Children's Ministry Policies and Procedures manuals. I have given you a number of the websites at the end of this training manual.

You should have a comprehensive manual by the end of this Training manual. I have included a complete copy of our Children's Ministry Policies and Procedures manual at the end of this manual. It is in PDF format but should you desire to have it as a Word document so that you can edit and tailor it to your own needs, e-mail me at:

[scooke9@icloud.com](mailto:scooke9@icloud.com)

### **Formulate procedures based on the answers to your questions**

There are common threads in all kids Ministries but there are also those that are unique to your own situation. It is those distinctive unique ones that you will need to thread into your own manual.

### **Ask others to Critique the policies and wording**

Remember this will be your **STANDARD of OPERATIONS** manual. You want it to be user friendly and understandable to anyone who picks it up. You may know what you have written down BUT does it come across in the right way? Do others understand it in the same way that you have written it down? Your target grouping will be volunteers, leaders and parents. Give a rough copy to some of these targeted groups and ask for feedback. You may also want to ask some local kids Ministry Pastors to critique your document.

### **Consult your minister & church lawyer**

This manual will not only be stating your policies and procedures but it will also be a legal binding document. In the event of an accident or incident that requires the law getting involved, they will want to know that you followed correct process. You should work in consultation with your Senior minister or the person he delegates the responsibility to as well as the church lawyer to make sure there are no flaws.



## **What will these safety barriers do?**

### **Create a safety first culture**

Beyond anything else, we must have the safety and care of children our priority. We must live it, breathe it and think it at all times. EVERYTHING we do must be seen through the lens of safety even if it seems unnecessary and a bit over the top. I would rather go to sleep at night erring on the side of caution than to live with the regret that a tragedy took place because of negligence.

An Example of one area of safety: For a number of years, we did all the edible games like “Chubby Bunny” where the objective is to see how many marshmallows can fit in the contestants mouth and still say ‘chubby bunny’ This game comes highly recommended by many youth and kids game books. In our case; everything was dandy until we nearly had a fatality. The game can go from funny to frightening in moments. A young boy with a mouth full of marshmallows began to choke and could not breathe. I literally had to put my fingers down his throat to clear his airways for him to breathe. That was a game changer. It changed my thinking. Even though all the manuals recommended it, I made a safety first call and decided there would be no more eating games when I am in charge. I figured there are tons of other games around that do not involve eating that kids love to play. It is just one less hole in the cheese I have to worry about!

Chubby Bunny has resulted in several choking deaths over the decades. Check the internet for the statistics.



### **It will give a code of acceptable behavior from leadership**

Everyone needs to be on the same page when it comes to policies and procedures. What one may see as acceptable behavior to another may be inappropriate. By defining the safety barriers, you are clearly stating what is acceptable and what is not. When a leader or volunteer signs off on the stated requirements, it is then easy to have the conversation with that person when the procedures and policies are not followed.

### **The Measure to minimize any form of abuse**

*All of these safety barriers will help minimize any form of risk that may arise.*

### **Set a standards of requirements which will raise the bar of expectation**

*It has been said that in most cases many people fall to the lowest. Without barriers of safety, the lowest denominator is a very dangerous place to be in kids Ministry. These safety barriers will raise the bar of expectation covering every aspect of the ministry.*

### **Makes “It won’t happen to us” more possible**

*It can never be said “NEVER” that something will NEVER happen in your kids Ministry. What these safety barriers do is make it more unlikely because there are multiple layers of active barriers operating in your ministry.*

## **Creates Risk management procedures**

*These 10 barriers are proactive steps you are putting into place that help you manage the constant risks that show up every Sunday.*

## **Makes “Duty of Care” a reality**

*Should an event or accident occur in spite of all these barriers being put into place, we want to have the peace of mind that we never negated our duty of care.*

In the context of this manual, these safety barriers will become the standard of operations with plans for carrying out or supporting the standards.

Your policies will be the printed expressions of values placed on children.

## **~~SAFETY BARRIER~~ #1**

### **Leaders Application Procedures**

Most of the incidents and problems faced in kids Ministry and any other ministry for that matter involve people. Just as the Swiss Cheese Model found, human error is the most common cause of accidents, their interpretation of what is happening at the moment of crisis and their response.

When a crisis arises you want someone who can interpret correctly and guide you to safety.

Who will ever forget the miracle on the Hudson River in New York when US Airways Flight 1549 had to ditch into the Hudson River?

In a moment of crisis as a flock of geese hit the engines and the plane lost all power.

Who will ever forget the calmness of the cockpit crew with veteran pilot Captain Chesley Sullenberger at the helm.

Against all odds, they successfully guided that disabled hulk of metal into the Hudson river saving all 155 souls on board making Captain ‘Sully’ a worldwide house hold name.

You want to have the right people at the helm when a crisis arises.

Your team of leadership in kids Ministry will make or break your Children’s ministry. You want to bring the right people onto your team. You also want to make sure that the people you are bringing onto the team are safe people.

There is a process you need to follow to bring a person onto team. In some nations, some of these steps may not be required by law BUT can I encourage you to lift the bar and install them. If for example, Police clearances are not required in your State or Nation, do it for the sake of your children.

***I have given you a generic copy of each of these documents at the end of this manual. You can add your own logos or simply redo them.***

### **Volunteer Show bag**

This is not a safety barrier but a great way to package your documentation for potential new volunteers. Your **Volunteer Show bag** to prospective new team members needs to have the following in it.

Just like a show bag it contains all the documents and instructions on how to get involved. It also has chocolate, small gift and a letter from you.

### **Copy of policies and procedures**

*This will be your Standard of Practice manual that you issue to all your leaders. I have given you a copy of ours that you are welcome to edit and use as you wish.*

### **Volunteer Application form**

*The Volunteers application form **will include the following:***

*Permission to conduct a police Clearance*

*Application for a Working with Children's Check (WCC) applicable in Australia*

*Any other legal requirements by your State or Nation*

*Team Agreement. This is a document of what is expected of the prospective volunteer once on the team.*

### **Form of Identification**

*Driver's license*

*Passport*

*Other?*

*You want a form of identification to have on record. Make sure the identification also has an up to date address on it. These should be kept on file in a safe and secure place due to privacy laws.*

### **Internal church checks**

*This is an important part of the procedure. The leadership of your church may know things about the prospective volunteer that you are not aware about that could disqualify them from involvement.*

*You may be desperate to find volunteers BUT you are NEVER that desperate to bring on to team those that will be detrimental to your team or the ministry itself.*

*I have been involved in fulltime kids Ministry for over 30 years and I can tell you from experience when the wrong person is put onto team, it is a nightmare.*

*Do ALL the homework upfront.*

*Police Clearance*

*Working with Children's Check (WCC) Australia*

### **Three or six month policy**

*This is a very important step to ADD into your procedures for new volunteers. This gives both sides the opportunity to walk away after 3 or 6 months. If the prospective volunteer has not stepped up to the plate as required, it is easy to thank them and redirect them to another ministry without issues. The EXIT interview is important.*

## **Training and Orientation**

There are two ways for someone to learn to swim. You teach them stroke by stroke from the basics along with techniques that help them master the skills needed to become a swimmer.

The other way is simply throw them in the deep end of a swimming pool and hope that they will do alright.

We know the second option will only end in disaster.

As strange as it seems, we have been guilty of often taking excited, willing new volunteers and throwing them into the deep end of ministry to kids. We have wondered why so many give up after a short period.

Training and orientation is mandatory if we want to 'grow' effective kids Ministers and leaders.

Allow them to 'go and grow' slowly into our Kids Ministry. Using the analogy of Ezekiel 47:3 – 5 "When the man went out towards the east with a line in his hand, he measured a thousand cubits, and he led me through the water, water reaching the ankles... knees....loins.... water enough to swim."

Training and orientation will give your volunteers the skills, the tools and confidence needed to become effective members of the team.

There are some great easy to use 'on the go' training resources that you can use to train your team.

[www.superkidacademy.com](http://www.superkidacademy.com)

There are few training videos that are accessible online.

[www.KidMinScience.com/blog](http://www.KidMinScience.com/blog)

Joshua Denhart has a free series called "Training Without the meeting"

<http://qualityprograms.net/resources/free-downloads/>

<http://youtube.be/U-4BM9MBCuE>

Randy Christiansen has given a number of sites for training resources.

## **Child Protection Policy**

*This is a very important safety barrier. We cover this aspect in one of the safety barriers.*

## **Interviews**

*There needs to be a one on one face to face interview with the prospective volunteer. It is an opportunity to go through the application form and clarify all of the points. It is also an opportunity to ask many questions.*

*Questions could cover the persons views on lifestyle issues, Biblical issues ie; who do you think Jesus is? Do they adhere to the doctrinal views of your church? It is in conversation that you may uncover other issues.*

*Do all the hard yards up front. It will save you much in the future.*

Don't be afraid to ask all and every question BEFORE you take someone on team. The reason for this is that once a person is on team it is rather difficult to 'remove' them. What are the list of questions you would ask the person applying to become involved in kids Ministry?

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### References

*It is always vital to have the prospective volunteer give you a number of reference referees. These are people who know the person well. By interviewing these people via phone or in person, you get an insight into the prospective volunteer.*

*This is not a witch hunt but you are being proactive in keeping your Kids Ministry a safe and secure place for your kids.*

What are the specific questions you would ask the referees of the person?

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**Interviews and References are a form of screening** that is necessary when allowing people to come into contact with the children in your Kids Ministry.



## **SAFETY BARRIER #2**

### **Leaders Requirements**

#### **Identification**

*There are a number of reasons for having identification for volunteers and leaders. It helps identify those who are involved from afar. It also helps you know who is NOT a volunteer. You may know all your leaders BUT others would not know them. A parent may hand over a child to someone who is in your facility because they are an adult! This is especially true if you have a large ministry.*

#### **Name Tags**

*Name tags help parents and kids to know who your leaders are. If a volunteer is on duty they must wear their name tag. Name Tags also help all the team from all the different Kids Ministry departments know each other. Name tags on lanyards are good.*

*You can identify different levels of leadership by the different*

**colour lanyards** ie:

GREEN could be your HELP SQUAD – your Grade 6 group

YELLOW Lanyard – SERVICE CREW – your Grade 7 – 9 age group of young leaders

RED Lanyard – LEADER – those that are in Grade 10 and over



#### **T-Shirts**

*This is another layer of identification. Having Bright coloured T-Shirts are a wonderful way of identifying your team. Again you could use different colour T-Shirts for different levels of leadership. Some churches use Caps or beanies instead of T-Shirts.*

#### **Sign In Register**

*It is a good practice to have a **sign in register** for your team of volunteers. This helps you keep track of who was on and who was not. This is also a great way to track attendance of the team; those that are consistent and those who are not.*

*Another reason would be that in the event of an incident, you have a record of those who were on duty on that particular day.*

#### **Follow Policies and Procedures**

*This will be your Standard of Practice manual that you issue to all your leaders. I have given you a copy of ours that you are welcome to edit and use as you wish.*

#### **Consistent life style with Biblical**

*It has been said “you cannot lead where you have not been before. In every profession, it is possible to teach in a vacuum! By this I mean a maths teacher can teach maths regardless of lifestyle; an English teacher can teach English regardless of lifestyle. This is not true when it comes to teaching in Kids Ministry. A kids Ministry Leader cannot say*

*“do as I say and not as I do” Our example is paramount to effective teaching. Children are looking for Examples of what we teach. By putting our hands up to teach Kids the Gospel, we also put our lives up for scrutiny and observation. Jesus asked His disciples “Why do you call me lord, Lord and Do not the things I say.” In Biblical terms - Our Words and actions are welded together. You cannot have one without the other.*

### **Appropriate Touch**

Appropriate touch is part of a healthy ministry and Biblical Lifestyle. These are the following guidelines for when, where and how to use appropriate touch.

#### **The following are appropriate ways to touch kids:**

*An arm around the shoulder*

*Short congratulatory or greeting hugs*

*A brief, assuring pat on the back or shoulder*

*Handshake and high-fives*

#### **Inappropriate behaviour includes:**

- *Inappropriate or lengthy embraces;*
- *kisses on the mouth;*
- *holding children over three years old on the lap;*
- *touching bottoms, chests or genital areas*
- *showing affection in isolated areas such as bedrooms, staff only areas or other private rooms*
- *occupying a bed with a child*
- *touching knees or legs of children*
- *wrestling with children*
- *tickling children*
- *piggyback rides*
- *any type of massage given by a child or youth to an adult;*
- *any type of massage given by an adult to a child or youth;*
- *any form of unwanted affection; comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “you sure are developing,” or “You look really hot in those jeans.”*
- *snapping bras or giving wedge’s or similar touch of underwear whether or not it is covered by other clothing;*
- *giving gifts of money to individual children and private meals with individual children*

*Appropriate physical contact with children should be kept to safe zones only. Safe zones are lower legs, arms, shoulders, upper back and head. (The area that a female one-piece bathing suit covers is not an appropriate area to touch)*

*For example, an open hand may be placed gently on a child’s shoulder. This may be done to comfort, to gain a child’s attention, or when praying for a child. If at any time a child shows discomfort with such a touch, remove your hand immediately. Should a child wish to hug you, you need to receive and not reject them but turn them to your side. This also means avoiding children sitting on your lap*



**NEVER:**

*Never touch a child in anger or disgust*

*Never touch a child in any manner that may be construed as sexually suggestive*

*Never touch a child between the bellybutton and the shin*

*Never touch a child inappropriately. Do not touch any part of a child's body that would be covered by a bathing suit.*

*Never touch a child's private parts*

*Never swing a child by the arms, wrestle with a child, or kiss a child on the lips or coax a child to kiss you.*

*Your physical contact with the children must be above reproach. Be wise how you interact physically with the children.*

*Never hit, strike, shake, or physically restrain a child.*

*Never scream or yell at a child or call a child a derogatory name.*

**First Aid course**

*There should always be someone on hand who has done the First Aid Course. In the 30 years of kids Ministry I have had a few incidents, most were minor incidents which required basic first Aid knowledge. Some of your leaders and volunteers may already have First Aid qualification. Keep a record of these leaders*

*You may have nurses, doctors, First Aid qualified people in your church who would be willing to be rostered on into your rooms that could be called upon in the event of a medical or injury. They do not need to be in your rooms but can be called upon from the adult service.*

**Probation period**

*Attending the church for minimum of 6 months*

*Many churches have this stipulation in their policies. It is a healthy policy to have. In a time when we have a lot of sheep swapping from one church to another. Remember, when a person leaves a former church on bad terms, they usually bring their baggage with them! Having this requirement in place gives your church the opportunity to connect with the new person. Sadly some come to a new church with ulterior motives that only surface after a period of time. NEVER be in a rush to fast track someone into leadership.*

**Complete partnership or membership classes of church**

*This is also a requirement by many churches. Some call it membership, others call it partnership.*

*This helps a new person to understand the DNA of your church and what makes your church 'live and breathe'*

**Any other requirements from the Leadership of the Church**

*Check with your Senior Pastor and Leadership team concerning any other requirements*

## **SAFETY BARRIER #3**

### **Classroom Guidelines**

Our Duty of Care covers everything that happens in our rooms.

There needs to be due diligence given to every component of our kids Ministry.

ANYTHING that could cause our kids harm or hurt must be on our focus screens. Dangerous behavior for example could lead to injury.

Parents allow their children to participate in our ministry programs for the positive experience of Christian growth, fellowship and spiritual mentoring. They do not expect to be given the news that their child was injured or violated in any shape or form.



### **Monitor hallways, stairs**

*Good security procedures are a tangible way for us to show parents that we care about them and their children. Part of that security procedure would be having monitors in your kids Ministry Hallways, Stairs and passages. Your kids Ministry should be a SAFE ZONE.*

*I can hear some of you saying: Where do I find these monitors? I don't have enough leaders.*

*There are a number of 'pools' of people we have not tapped into in ministry. Approach some of the retired people, the Grandparents, young Adults even parents. You are not asking for a weekly commitment but possibly once a month. Their task would be to monitor the areas so that no unauthorized person enters your kids Ministry Facility. This means that your facilities are restricted to lanyard volunteers and leaders, parents dropping off kids and parents returning to pick up their children with the necessary sign out tags or stickers required to release the child.*

### **Behaviour standards – actions and reactions**

*My motto is this "one plus one ALWAYS equals two. If we do the SAME things EVERY WEEK, follow the same procedures we will never be surprised by the outcome."*

*It is when we violate a policy or procedure that we run the great risk of an incident, accident or worse. Do the same thing every week and you will get the same results!*

*It is that simple.*

*A Chaotic classroom is a dangerous room. Where there is no order or discipline, things can unravel very quickly. You will need to have some practical strategies in place to keep your rooms safe. Some have thought by just being loving and caring, this would be the solution to all discipline.*

*There could be a number of reasons for misbehaviour, unruly behaviour:*

*Boredom*

*Testing the barrier lines of your rules – permissive leadership*

*Classroom and environment temperature  
Unprepared leaders  
No routine*

*Make sure you have written down your Standards of Practice in your Policies and Procedures manual. This way no one misunderstands what is required.*

Pre School Ministry Rooms

### **Leader Identification**

*All leaders are required to purchase a Children's Ministry T-shirt to be worn when they are on duty. (Windcheaters & caps are optional) Financial assistance or instalments can be made. The purpose of the uniform is identification, safety and a sense of teamwork. Children, parents and other leaders can easily identify who are the leaders.*

*All Children's leaders must wear name badges during participation in the ministry. Ask for a new badge if you misplace yours.*

*Other adults not wearing a uniform must be approached and have a legitimate reason for being present. e.g. Parent Helper or new child parent (See the Policy Directive regarding parents of first time children.*

*No visitors are allowed in your classroom unless you have received prior approval from the Children's Ministry Pastor or Team Leader. Team Leaders will follow the strict Criteria outlined regarding permission given for visitors.*

*Should a potential volunteer just turn up on to observe, the Coordinator/team Leader is to give that person an Expression of Interest Form, write down details of the person, including a phone number in the Communications Book and advise this person that he/she will be contacted by a staff member. Please note that in the interest of the children, no unauthorized person is allowed to stay in and observe. This includes young people/teenagers hanging around or waiting for their friends.*

### **Always be safety conscious**

1. Don't allow persons other than staff to linger in the room including older children.
2. Don't give medicine to children at any time.
3. Don't allow children to leave on their own. Parents must pick up their children.
4. Don't leave the room until the last child has been picked up.
5. Don't allow junior leaders to pick up, swing around or carry any pre schoolers.
6. Don't allow any plastic bags to be near the children.
7. DO remove any broken toys, furniture.
8. Watch for anything that could fall on the children.
9. Avoid loose or exposed cords.
10. Use security tags at all times. Identify each child with a numbered tag and give the identical number to the parent.  
This is then required before letting the child go.
11. Check that all electrical plugs are covered.
12. Observe all suggested safety precautions.

## **Lesson Preparation**

*It is very important that you have structure from the moment the children arrive until the last child is signed out. If you don't have a plan, the children will make their own which may not be what you expected. Plan every moment; this will eliminate disruptions, boredom, and any behaviour problems that would arise if there was no plan.*

### **Older Age Group**

#### **Behaviour Standards for kids**

*If you do not plan every moment for the kids, they will plan them for you and you won't be happy with the outcome.*

*Safe Zone covers Children's Behaviors as well.*

*You should have a set of FUN Rules that are shared on a regular basis to remind kids of your expectations. This would also be important for any new visitors or guests.*

*Remember they have no idea of what is acceptable behavior and what is not.*

*Don't make the 'rules' so unfun that it impacts on your ministry effectiveness.*

*Keep the Rules simple*

*Keep your leg, feet and hands to yourself*

*Put a hand up if you have a question including wanting to go to a toilet run*

*Focus on the front at all times*

*No one speaks when the upfront leader / person is speaking*

*Don't spectate – Participate – get involved.*

*Have FUN*

## **What happens when a child challenges the rules?**

**Don't yell** but speak softly in a calm way. Proverbs 15:1 "A gentle answer turns away wrath, but a harsh word stirs up anger."

**Don't take it personally.** There could be a number of reasons for a child's behavior.

There could be something going on in the home or in the child's world.

It may be an attention seeking tool to get someone to listen to them. Take control of your actions and words. The power of life and death are in the tongue.

**Don't Argue:** You as the adult have the last and final word. Give the child an opportunity to correct their behavior or receive a consequence. If they continue with the behavior, calmly provide the consequence.

Proverbs 15:18 "The hot tempered stir up dissension, but those who are patient calm a quarrel."

**Don't make empty threats:** Don't ever intimidate kids by threatening them. Simply give reasonable consequences that you and the child can live with.

Matthew 5:37 "All you need to say is simply 'Yes' or 'No'; anything beyond this comes from the evil one."

Our ultimate goal is to minister the life of God to every child who attends our kids ministry.

There are no vendettas or getting even. REMEMBER: You are the leader, BE the Leader at all times.

**Don't embarrass the child:** Rather encourage them as we see in 1 Thessalonians 5:11 "Encourage one another and build each other up...." When you discipline a child do it in private out of sight from any other children. always have another leader present. Do it in love.

**Don't hold onto the fault:** Keep the slate clean between you and the children. Don't gripe about their mishaps and mistakes. Let every week be a new fresh week. Last week's misbehaviour's are in the past. This week in a new week – new start, fresh grace and mercy.

**Below are some of our policies for behavior management.**

No child is to be smacked. Children's Church operates strictly on a 'Hands Off' basis.

No child is to be stood in a corner.

If a child is displaying bad behaviour we will assign a leader to sit with them in the classroom and quietly attempt to locate the problem. That is discovering the cause. The behaviour is only a symptom.

If the child still does not settle they will be removed from the classroom with the leader and the buddy.

The next step is to interview the child in public view, not in an office or toilet, the interview should occur outside the classroom door, asking these questions: What were you doing? Why? What are the rules? What happens when you break the rules? Is that what you want? What will happen if I see you doing that again? Is everything all right at home? At school? These questions are asked in a loving manner that does not degrade the child. We are to love and respect the child, and we want to discover why they behaved the way they did.

We will talk to the child at eye level either everyone sitting down or the leaders kneeling down so as not to intimidate the child. The tone of our voice will also be friendly to reduce fear and build relationship.

If any abuse is suspected, no "leading questions" can be asked such as "Does Daddy, Mummy or other people hurt you in any way that makes you feel bad?"

**Your Child Protection Policy will give you procedures to follow should there be a question of abuse.**

We will pray with the child for peace and God's love to surround them.

In the case of early childhood, children will only be sent back to their parents if they clearly are distressed and attempts to settle them have not been successful. Such situations if allowed to continue, causes great disruption in the class and also leaves the child with a negative experience. We want the child to feel safe and know if they should become distressed they will be taken to their parent.

In extreme cases where difficult behaviour occurs, the Children's Pastor will be called for and the child segregated from the main group.

Upon the parents' return they will be informed of their child's behaviour. This is always to be done by either the Children's Pastor or Department Leader in a loving manner respecting the parents by informing them but not embarrassing them. Questions can then be asked of the parents if everything is alright at home, school etc, continuing to attempt to discover the cause.

### **Guest tags sign in (Parents / visitors)**

*We have a policy in our kids Ministry that allows a parent to stay for the first 10 minutes of the morning with their child should the child be upset or not settled. This mainly happens in our pre school areas of ministry.*

*For a parent to enter our rooms, they do need to have a guest / visitor tag that needs to be worn. They sign in to the room and sign out of the room when they leave.*

*What about people that want to 'see' what we do in our kids Ministry?*

*There may be times when a visiting Kids Pastor comes to our church and desires to observe what we do. We once again use a sign in system issuing a Guest / Visitor Tag to the person.*

*We do not allow general public or church attenders to simply come into our rooms. We limit access to the kids areas for the safety of our children.*

*This also gives parents the peace of mind that our kids ministry facilities are SAFE ZONES.*

*The sad reality is that if anyone is allowed to walk into our facilities, there are those with good intentions and those who may mean to do harm. It gives both groups an equal opportunity.*

*The 10 minute policy happens at the beginning of the service. If a parent comes late with their child, they will not be allowed in the rooms. If the child is too upset to enter the room, we encourage the parent to return the following weekend to bring the child in with them.*

*The reasons for the 10 minute policy at the beginning of the service:*

*It is unfair for your volunteers and leaders. It is rather difficult to teach in front of others particularly parents. After the 10 minute period is up and the parents have been signed out of the room, your lesson can begin.*

*If you allow parents to roll up at their convenience, there will always be distractions and disruptions which again is not fair on the leaders as well as the children already present.*

### **Identification**

*For this safety barrier to be effective, it requires those in leadership who are rostered on for that service to wear their identification at all times when in the Kids Ministry facilities. If there are leaders or volunteers who are not rostered on, they should not be in the rooms. You want ALL the team who are rostered on to be FOCUSED without distractions.*

### **Toilet runs policy**

*We have a policy of ALWAYS having TWO (2) leaders accompanying a child to the toilet. Boys with boys and Girls with girls.*

*The reason: there is safety in numbers. Should a child make an accusation against a leader, there is a second leader there to cover and verify the story.*

*Another reason is that one leader can enter the toilet area to make sure there is no one else in there BEFORE allowing the child to enter BY THEMSELVES. Once a child is in the toilet area, NO-ONE else is allowed to enter the toilet facilities.*

**IMPORTANT:** *Do NOT ask 'who needs to go to the toilet' you will have a mass exodus.*

*Keep it low key. Have kids go to a leader to ask to go to the toilet.*

*Look out for the regular 'offenders' who make a habit of going each and every week!*

*How do you resolve the regular 'offender' problem?*

*I have a chat with the parent explaining what has become a regular occurrence, then ask the parents to take their child to the toilet BEFORE kids Ministry commences. In MOST cases it has been resolved.*





## **SAFETY BARRIER #4**

### **Sign In and Sign Out Procedures**

**I have given you the procedures we used in our church. You may need to redefine, rearrange to meet your requirements.**

### **All new children must have an information form completed**

Every new child or guest **MUST** have a registration / information form completed even if they are visiting for one Sunday. All information must be completed including medical/ Allergies

This helps us to know if there are any medical or allergies that could impact on the child. Parents need to sign and date the form.

You may have an electronic system of sign in. Whatever the system, there must be a uniformity requirement of EVERY Child entering your rooms otherwise there will be 'holes in the cheese' and a breakdown of your safety barriers.

### **Under 8 years of age policy**

*We have this policy in place for under 8 years of age children. No child under 8 years of age may be released on their own from our kids Ministry. They require a parent to come to the rooms in order for the child to be released.*

*Over 8 years of age – a child can be released provided the parent has signed the 'permission to be released' portion of the information / registration form.*

### **Sign in and sign out sheets and process**

This is imperative. **NO CHILD** is allowed into our rooms without being properly signed in. There are **NO EXCEPTIONS**. The reason I highlight this point. We have had some of the pastoral staff in years gone by who have thought they could bypass the system and simply drop off their kids. Everyone needs to adhere to the places and procedures in order for them to be effective. When you make exceptions, you create 'holes' in the cheese!

### **Registration Form**

Every new child or guest **MUST** fill in a registration form. All information must be completed including medical/ Allergies

This helps us to know if there are any medical or allergies that could impact on the child. Parents need to sign and date the form.

### **Sign In Procedure Check list**

#### **Register:**

Every Child **MUST** be on the register either as a regular or as a guest. The child needs to be ticked off as present.

Each child is given a numbered sticker. These stickers tell us how many children there are in the room. It is also used to call out numbers for games or prizes throughout the service.

Those that are under 8 years of age are given a wrist band to wear. This means that the child must be collected by their parent and not released on their own.

This also applies for older children whose parents have marked them as not to be released.

### **Sign OUT Procedure Check list**

As parents come to the door, check the name of the child that is called.

Take back the Wrist band

Release the child

Repeat this procedure for every child that is picked up by parents.

Those that are in Grade 4 – 6 who are allowed to be released on their own, are released.

Numbering / Identification systems

The above process would be used if there is no electronic form of sign in. If your church has a form of electronic sign in, then you should follow that system.

**Custodial matters:** If there are any issues relating to custodial or Intervention orders, these need to be noted and kept on file. Your core leadership team needs to be made aware of these. This is why sign in and sign out procedures are important. You want to make sure these custodial or intervention orders are complied with. Be extra aware of these cases.

## **SAFETY BARRIER #5**

### **Visible Ministry Policy**

A leader's behaviour should always be above reproach and respectful of Children.

Leaders should be culturally sensitive. Leaders should be careful of their attitudes, behaviour and language. What they are seen to be doing has more weight than what they say.

When involved in pastoral care of children, it is important to provide an atmosphere of safety and concern.

**Safety in numbers:** Avoid being alone with a young person. Always partner with another leader. Always try to have one person of the same gender as the young person. If you are unable to find someone to work with you, arrange another time when it is possible. Be reassuring but non-compromising. This includes young leaders of opposite sex.

**Safeguard feelings:** Avoid establishing intimacy. Be careful in ongoing cases that the young person does not mistake your concern for inappropriate affection.

**Visibility:** Make sure you can be seen by outsiders, but not necessarily heard. Be in a well-lit room, never in the dark. If you are outside at night, stand under a light. It is important people can see you so false accusations cannot be made. If necessary, leave a door open to avoid compromising your position.

#### **Lights on**

I have always had this policy in place even when we are showing a movie. There will always be the back row lights on. If you have a lighting system, use some low coloured lights over the kids during movies. There is NEVER a time when there is total darkness in any of our rooms.



## **SAFETY BARRIER #6**

### **Policies, Procedures and practices Manual**

Choose the Policies that enhance your values. At the end of this Training manual are a number of links to many Kids Ministry Handbooks of their Policies and Procedures. You may find some policies that we have not covered here but would be necessary for you to include in your handbook.

### **Policies and Procedures Manual**

Our manuals for our Pre School Ministry called Zoom Toddlers & Pre School and our older age group called Kidz Scene. ***I have placed both of them in full at the back of this training manual.*** There will be a duplication of some policies and procedures as they apply to both groups of leaders.

### **Policies and Procedures**

Child protection policies and procedures are barriers that reduce the risk of abuse and negligence.

There are those who wonder if we have gone a little too far focusing on this issue! I wish that was the case but you only have to read the printed media or watch your TV. The church has not been a great champion of our children's value.

We cringe when we hear about another priest, minister, pastor or leader in high places in our churches who has been caught in the net of child abuse. Some of it goes back decades leaving kids with physical and emotional scars that last a life time.

We cannot understate the will and fortitude that is needed for leadership to stand up and say "OUR KIDS ARE NOT FOR SALE" We will not stand back and watch or allow any form of abuse to continue.

Your church needs a Child Protection Policy to be in place that is effective.

According to [www.churchleaders.com](http://www.churchleaders.com) "The church faces enormous potential legal liability in the area of children's ministry. It is the number one category that brings liability against the church.

Three areas of concern:

**Prevention of accidental injury**

**Prevention of spread of disease**

**Prevention of child abuse**

The most dangerous is the threat of child abuse

In Australia, there has been a Royal Commission into abuse of Children in the churches. NO CHURCH was left unscathed. Some were perpetrators, others turned a blind eye to what was in some cases epidemic. I can understand why there are those who would say "I love Jesus BUT not His church"

At this present time we are awaiting the outcomes of this Royal Commission and the recommendations that will be required of every church. This will be a game changer for every church in Australia and that is a VERY GOOD THING.

**Some questions you should be considering:**

**Has your kids ministry adopted effective policies and procedures for recruiting of volunteers and staff?**

*These policies need to have screening components included (Interviews & References)*

**Does your kids Ministry have a policy regarding communicable disease?**

*We have had to on a number of occasions to disallow a child from entering the room due to disease much to the parents disapproval. If you have the policy upfront in your handbook, you can refer to it and uphold the safety of the whole group.*

**Have you conducted any first aid courses for some of your leaders to be trained or do you have a team of course qualified first aiders?**

**Are there any games, events that you do that place children in potentially dangerous situations?**

*Games like Chubby Bunny?*

***Our Child Protection policy manual is at the back of this training manual for you to use as a basis to create your own.***

## **IMPORTANT IMPORTANT IMPORTANT**

*Any incidents, accidents, injuries or abuse must be recorded. No matter how small the incident, a paper trail is absolutely vital.*

*Write it down as soon as possible so that vital details are not missed or forgotten.*

*When writing these reports, have witnesses co-sign the document.*

*Keep the documents in a safe place where privacy is protected.*

*I have known of cases where some Children's Pastors were called upon years later to give evidence in a particular case. If it was not for the written paper trail it would have been a difficult exercise.*

### **Abuse**

*Follow the Child Protection Policy guidelines you have created.*

### **Accidents & Injury**

*Write up an accident / incident report. I have given you a sample of our one to use to create your own.*

*Inform parents of the accident or incident. If it is a minor accident or injury - use the parent accident form.*

*If it is a serious injury or accident, parents need to be notified immediately. It may also call for an ambulance or medical assistance. This will be done in conjunction with the parent.*

*In the event of serious injury and accident, your Senior Minister must be notified as this could also involve church insurance issues.*

### **Medication**

*What is your Kids Ministry policy regarding administering medication to children?*

*There are a number of children who have medical conditions that require medication ie someone who has an allergic reaction requiring an epi-pen to be administered.*

## **SAFETY BARRIER #7**

### **Visitation and Contacting of Children Policy**

#### **Phone Calls**

*There are a number of viewpoints held when it comes to visitation and contacting of children. In our context I as the Children's Pastor have always been the only person to make contact with parents and children. If there were other full time staff, they would be included.*

*When I am making a contact with family via phone call, I will always speak to the parent first.*

*When I am phoning to wish a child for their birthday etc. I will always speak to the parent first then ask permission to speak to the child and then be handed back to the parent to thank them before hanging up.*

#### **Visitation**

*Let parents know the procedures of how a leader of kids Ministry would set up a visitation.*

#### **Visitation slip – the authority to visit**

*This is given by the Children's Pastor to the Leaders to take with them to the parents. This slip also lets me know that leaders are visiting a child.*

#### **Two Leaders Policy**

*Leaders will always visit two by two. The two leaders cannot be family related. This policy gives a covering to both leaders in the event of an accusation made against one of them.*

*The leaders are never allowed to visit the child in their bedrooms but must be done in an open public space.*

*There is no problem if the child wants to show their room to the leaders accompanied by a parent.*

#### **Contact with social media**

*As a policy, I do not have any of our children or young leaders connected to me via my Social Media – Facebook etc.*

*If they are over 18 years of age, they are befriended.*

*I want to make sure that nothing can be misconstrued or misunderstood.*

#### **Contact with e-mail or other Electronic forms**

*All of my correspondence into a family goes directly to the parents and never to the child direct. Any letters or e-mails I write I make sure there is no 'emotional' wording written that could be misunderstood*





## **SAFETY BARRIER #8**

### **Emergencies & evacuations**

It is called an emergency because it arrives unannounced. Prevention is better than cure.

There are many reasons for an evacuation to take place. You will need to put into place an evacuation plan for the events relevant to your situation. This may include earthquake, Tsunami etc. in certain parts of the world. What would cause an evacuation in your area?

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There should be time throughout the year where an evacuation practice takes place .

### **Fire**

This is one that has possibility anywhere in the world.

The following is our policy in the event of a fire.

Should there be a fire in the building and we are required to evacuate the building - DO the following

1. Remain calm
2. Familiarize yourself with the instructions and escape routes found in each of the classrooms.
3. ALL Children will be evacuated as a group.
4. NO Child will be released to a parent UNTIL they are at the Designated meeting place / SAFE ZONE.
5. Follow the instructions of the Authorized Church appointed leader.
6. The LEAD Teacher will take responsibly and control of the evacuation.
7. All leaders will work together to take the children down the safest escape route. This will only be done once the route is safe and secure.
8. Check with the register to see that ALL Children are accounted for at the SAFE ZONE. / Designated meeting place.
9. Once at the secure area, hold all children there until parents arrive.
10. Follow the Sign OUT procedure to release children.
11. Make yourself aware of the evacuation plan. Read over it.
12. On the arrival of the Fire Service, the Officer in charge should be met and advised that all the occupants have been safely evacuated.
13. Fire Fighting must always be secondary to life safety, and circumstances at the time will dictate whether fire-fighting operations should be attempted or left to the Fire Service.

Emergency number at a glance

**Emergency Services Phone Number:**

\_\_\_\_\_

**Police:**

\_\_\_\_\_

**Ambulance:** \_\_\_\_\_

**Closest Hospital:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Other:** \_\_\_\_\_



## **SAFETY BARRIER #9**

### **Privacy issues**

*This has become a hot topic in most countries. How far do you take the social media in your Kids Ministry? In a society where everyone has a camera, mobile phone and the in thing is to snap away selfies and photos of everyone else.*

*There is a blur of lines that have made parents very wary of Social Media and Privacy.*

### **Social media**

*What are your policies regarding social media such as Facebook or Twitter? Many Churches have a Facebook page or Twitter account with subpages for Kids Ministry. Do an online search for 'social media blunder' and you will find multiple slip ups often ending in legal disaster?*

*There are pitfalls in social media that can have devastating consequences for your children's ministry.*

*IMPORTANT NOTE: Not everyone has your church interests at heart. In a society that is fixed on law suits; sadly there are individuals, even some parents who are just waiting for an opportunity to sue!*

*[www.childrensministry.com](http://www.childrensministry.com) gives a great article with some sound advice on how to navigate through this quagmire of potential legality. Written by Dwayne Riner.*

*These include:*

*Invading families' privacy*

*Getting permission*

*Releasing information that identifies someone*

*Using published materials*

*The article gives the pitfall and then some safeguards.*

### **Parent permission**

*Every year we have parents complete an updated Information / Registration form for each of their children. On the form are questions to parental permission. These give us an overall blanket permission covering outings*

### **Photography & videography**

*The above article covers this issue as well. We have a policy in place that allows NO-ONE EXCEPT designated leaders or person to photograph / video our kids ministry.*

*The camera or video content are given over to me at the end of the service. NO ONE is allowed to take any photos / video home. No leader is allowed to use their own cameras or phones to video or photograph.*

*None of the photos or videos will be used unless there is permission granted by the parents or guardians. Most of the photos /video would only be used for internal church advertising . This does not include social media.*

**Privacy of information**

*Do you have a policy in place regarding the safe collecting and keeping of personal information of children and parents?*

*Where will this information be used?*

*Where will it be stored?*

## **SAFETY BARRIER #10**

### **Government compliance**

There are a number of government compliance issues that are safety barriers in your kids Ministry. I am only going to mention them here. You will need to check with your local authorities as to the compliance standards required.



Firefighting Equipment: Fire Extinguishers

Hazards: Are there any hazards that are illegal and a danger to your Kids safety?

Legal documents: These would include Police Checks, Working with Children's Checks

Custodial & Intervention orders: Divorce cases – non custodial parent.

Make a list of the ones that are relevant to your situation:

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In closing there is always ONE BIG QUESTION that should always be in the forefront of your mind.

### **The BIG Question: What If????**

As you create your policies and procedures if you begin with “**WHAT IF**” it will give you a roadmap and plan for making relevant policies that will be safeguards for your children and leadership team.

**What if \_\_\_\_\_ happened**

**What would we do if \_\_\_\_\_**

**Answer this question to every scenario and you will be on the way to creating a safe environment for your children's ministry.**

## **SAMPLES OF ALL OUR DOCUMENTATION**

Leaders Application form

Team Agreement Form

Policies and Procedures Manual

Pre School Ministry Policies and Procedures Manual

Child Abuse Policies and Procedure manual with updated information from Royal Commission

Accident Report Form with Parent Accident Report Form

Helpful websites

**You are welcome to take my policies and procedures and use them as you wish.  
You can ADD or remove in order to fit into your requirements.**

## **Policies & Procedures**

### **Pre School Ministry Rooms**

Children's Ministry is committed to developing a carefully integrated program of spiritual formation that is driven by our passion to see this generation of children fulfil God's purpose in the 21st century. We do not consider ourselves a childcare service on Sunday mornings! We believe we have a strong mandate from God to do all we can so that a child's growing knowledge, discernment and wisdom lead to salvation through Jesus Christ and a life of obedience to God's purpose. We want an ever-growing number of children to visit our church, finding a place where they feel loved, come to know Christ, and continue to grow through fun and life-changing experiences. We want parents to find a place where their lives are impacted by what they see happening in the lives of their children. We want their experience from the moment they arrive until they leave to be one of surprise and delight. I believe Children's Ministry should be a **"Spiritual Wonderland"** a place where children are in awe and wonder of God. This doesn't just happen. These pages give an outline / checklist to make things run effectively and efficiently.

THANK YOU for all that you do to make Children's Ministry the awesome place it is, you are an integral part of all that happens.

Blessings

**Pastor Shane Cooke**

Children's Pastor

### **Kidz Ministry Content**

Welcome

2 Leader Rule

Duty of Care

Definition

Supervision of Children

Legal Requirements

Leader Uniform & Identification

Safety Conscious

Manual Handling

Sun Care Policy

Help, I Can't Make my class this week!!!

Set Up & Clean Up

Lesson Structure

Checklists made easy

We have an emergency

Fire

Invasion of Safe Zone

Child needs the toilet

Child is hurt

Infectious Diseases

Dealing with Accidents

First Aid Procedures



Blood or Body Fluids  
Child won't settle down  
Sign In & Sign Out Procedures  
New Children & Guests  
Parent Welcome Pack  
Sign In Checklist  
Sign Out Checklist  
Behaviour Management  
Healthy Touch  
Appropriate Touch  
Inappropriate touch  
NEVER NEVER....  
Emergency Numbers

## Welcome

What an awesome responsibility and privilege we have to be ministering to the next generation

Do the following:

1. Come ready to have a huge fun time.
2. Be well groomed and wear a smile. Have fresh breath, keep some breath mints with you.
3. Have a willing spirit.
4. Come prepared to do your part to the best of your ability. Prepare your lesson well. It does make a difference.
5. Focus on the children through out the entire service.  
It is important not to be distracted by connecting with the other leaders in the room. We appreciate your sacrifices.
6. Wear your name tag at all times.
7. **CONSISTENTLY** follow the procedures. This will make sure we will never have an unpredicted situation arise.
8. Always remember, the children don't judge you neither will the other leaders in the room. Let all your inhibitions go. Enjoy the morning

## VOLUNTEER / CHILD PROTECTION

**Our church** intends to ensure the health, safety and well-being of volunteers and children. As a precaution and to ensure strict accountability from one adult to another, follow these rules:

### 1. Two leaders in room at all times.

Two adults should remain together in a classroom at all times. If a volunteer needs to leave a classroom, the Children's Ministry Director must be notified to maintain the two volunteers in a room policy.

If a team of at least 2 adults cannot be guaranteed, the Team Leader/Coordinator must decide the following options –

1. Join the children in 2 different class
  2. Borrow adults from another class
  3. Do not accept children for the age group until at least 2 adults can be placed
- If options 1 or 2 cannot be done without the raising the adult/children ration, then the best option is to close the class.

The Bible says to avoid any appearances of evil. For this reason it is important that any physical contact with the child be limited. This not only protects the child but also the leader from any false accusations. Leaders should never be left alone with a child. They must always be in view of other leaders or children. If in a closed-up room, leave the door open.

### **Duty of Care**

#### **DUTY OF CARE**

Whenever a leader-child relationship exists, the leader has a special duty of care.

*“A Leader is to take such measures as are reasonable in the circumstances to protect a child under the Leader's charge from risks of injury that the Leader should reasonably have foreseen.”* (Richards v State of Victoria 1969)

#### **SUPERVISION OF CHILDREN**

Supervision is deemed to have commenced once a child has entered the room/the parent has left in the room for a specific session.

Supervision is deemed to have ceased once the child has been collected by the parent/ authorized person who must show the Parents ID Card the number of which must match with the number of the child's Name Tag.

Children who have not been picked up 15 minutes after the end of the program will be escorted by two adult leaders to look for the parent.

#### **CHILD SAFETY**

                     ***Church Children's Ministry*** will do everything possible to protect our children from child abuse and to protect our ministers / leaders from being accused of abusing a child. We demand that ministers / leaders be above reproach in their relationship with children and strictly adhere to the following procedures:

Everyone who wants to work in the Children's Ministry must fill out a ministry application form as well as have their background checked. This includes:

#### **Police Clearance**

#### **Working with Children's Check (WWC)**

#### **Child Protection Policy Orientation**

#### **LEADERS UNIFORM & IDENTIFICATION BADGE**

All leaders are required to purchase a Kids Ministry T-shirt to be worn when they are on duty. (Wind-cheaters & caps are optional) Financial assistance or instalments can be

made. The purpose of the uniform is identification, safety and a sense of teamwork. Children, parents and other leaders can easily identify who are the leaders. All Children's leaders must wear name badges during participation in the ministry. Ask for a new badge if you misplace yours.

Other adults not wearing a uniform must be approached and have a legitimate reason for being present. e.g. Parent Helper or new child parent (See the Policy Directive regarding parents of first time children).

No visitors are allowed in your classroom unless you have received prior approval from the Children's Ministry Pastor or Team Leader. Team Leaders will follow the strict Criteria outlined regarding permission given for visitors.

Should a potential volunteer just turn up on to observe, the Coordinator/team Leader is to give that person an Expression of Interest Form, write down details of the person, including a phone number in the Communications Book and advise this person that he/she will be contacted by a staff member. Please note that in the interest of the children, no unauthorized person is allowed to stay in and observe. This includes young people/teenagers hanging around or waiting for their friends.

### **ALWAYS BE SAFETY CONSCIOUS**

1. Don't allow persons other than staff to linger in the room including older children.
2. Don't give medicine to children at any time.
3. Don't allow children to leave on their own. Parents must pick up their children.
4. Don't leave the room until the last child has been picked up.
5. Don't allow junior leaders to pick up, swing around or carry any pre schoolers.
6. Don't allow any plastic bags to be near the children.
7. DO remove any broken toys, furniture.
8. Watch for anything that could fall on the children.
9. Avoid loose or exposed cords.
10. Use security tags at all times. Identify each child with a numbered tag and give the identical number to the parent.  
This is then required before letting the child go.
11. Check that all electrical plugs are covered.
12. Observe all suggested safety precautions.

### **First impressions are the lasting ones that parents and children will take away with them.**

1. Receive children with a lovely, caring attitude so that both parent and child will be at ease immediately Place name tag on the child as they arrive.
3. Give extra time to first time guests explaining procedures and get information page filled out (Both Sides)
4. Encourage parents to leave within a reasonable time and give assurance of child's care.

We have a policy of allowing a first time guest parent in the room with their child for 10 minutes to settle their child. There are four (4) 'stations' that the parent can be with their child: Play Doh, Colouring pages, Toy play station or reading station. Please see the

policy directive regarding other important information regarding new parent and children.

(Also See Separation article pg. )

#### Be Spiritual

a. Your own heart needs to be prepared for working with this age group. These smallest ones need a willing, loving advocate, they cannot speak for themselves.

B. They need to feel comfortable, secure and loved no matter their behaviour. They must be shown God's love and that begins with you. Let this love be shown not just in the classroom but also in the hallways, church, any place you come into contact with these little ones.

C. This is a time for caring for the children, not socialising. Needs of the little ones must come before chatting with others.

#### 5. Be Spiritual

a. Your own heart needs to be prepared for working with this age group. These smallest ones need a willing, loving advocate, they cannot speak for themselves.

B. They need to feel comfortable, secure and loved no matter their behaviour. They must be shown God's love and that begins with you. Let this love be shown not just in the classroom but also in the hallways, church, any place you come into contact with these little ones.

C. This is a time for caring for the children, not socialising. Needs of the little ones must come before chatting with others.

#### Manual handling

All workers should adhere to correct manual handling techniques

Keep your back straight

Keep load close to the body

Position feet approx 30cm apart

Get assistance if load too heavy

Bend knees, not your back

Do not twist when lifting

Avoid stooping as much as possible

#### Sun Care Policy

##### Rationale

Australia has the highest rate of skin cancer in the world, much of which could be prevented if children are protected from the harmful effects of the sun.

With this in mind, our Church realizes the need to protect children's skin and educate them about Sun Smart behaviour, to reduce the risk of skin damage from sun exposure.

#### **Help I can't make my class this coming week!!!**

If you are unable to fulfil your weekend roster time due to unavoidable absence, please notify the appropriate person.

Do not leave this until the Friday or Saturday. It is very difficult to find a replacement at short notice. Early mention makes it possible for other arrangements to be made.

**PLEASE DO NOT JUST NOT ARRIVE.** The team is counting on you to do your part as per the roster

### **Set up & Clean Up**

Welcome to a typical morning of kidz ministry. As you walk into the room do the following.

Please tick off each on the checklist: (Separate form provided)

Put air conditioner / heater on

Electrical plugs covered

Digit board set (ZOOM Pre School room only)

#### **Sign In Table set up**

- a. Registers
- b. ID Tags - parent & Child's
- c. Parent Packs
- d. Registration forms
- e. Pens
- f. Offering container

#### **Stocks for lesson**

- 1. Play Doh
- 2. Art Supplies
- 3. Edible makeable's
- C.D Player switched on ready for praise time
- T.V. & Video machines on

qFollow lesson plan

#### **Close down**

Clean tables and chairs with disinfectant

Pack away chairs

Throw all rubbish in bins

Pack away all stocks neatly

Filled in the Attendance envelope

- a. Remember to write the date
- b. Number of children attended
- c. Number of leaders attended
- d. How much money came in the offering?
- e. Lead teacher to place completed envelope in the slot at information desk in foyer.
- f. Fill in the debriefing form in file

Make sure the Parent Tag & Child ID are connected and placed in right order

## Lesson Structure

It is very important that you have structure from the moment the children arrive until the last child is signed out. If you don't have a plan, the children will make their own which may not be what you expected. Plan every moment; this will eliminate disruptions, boredom, and any behaviour problems that would arise if there was no plan.

Important: Keep all the children together as a group for each of the activities and components of the lesson. This will also keep control over the class.

As children arrive have the play doh out.

Talk with the children as they play. Do not disconnect yourself as leaders from the children.

### **Welcome children:**

Find out if there are any new children. If so, introduce them to the rest of the class

Check for **BIRTHDAY CHILDREN**. Hand them a birthday pack

**Open in prayer:** Help the children get into the habit of prayer..

**Exercise time:** Put on a c.d. And have the children follow stretch actions etc.

### **Praise & Worship:**

This is an important time. Use the C.D.'s to sing along with. Make lots of actions

### **Story Time:**

Have the children gather around in a circle or on the floor where they can listen to the story.

Remember to add actions, voice tone, garments, sound effects to your story. Make the story come alive.

### **DVD Lesson:**

Play the DVD lesson. Go according the lesson outline that comes with the DVD Lesson

### **Snack Time: ONLY FRUIT & Fruit Juice Served**

Keep the snack time simple – Please be aware of any children who have allergies – nuts etc.

For those children with allergies,

**Allergy Alert File:** We will have an Allergy Alert File in each of the Pre School Rooms which will note the child's allergy and medical conditions

Important note

No Children will be allowed to eat snacks sent by their parents

Only food provided by us is to be consumed by the children. This applies to Birthday cakes

The issue of food poisoning as well as parents not having given permission for their children to consume cake at this time of the day. The issue of child allergies is also a concern.

### **Art / Craft Time:**

Follow your lesson to see what art or craft that is being made. Have the materials ready BEFORE you get to this time

**To keep the room controlled as parents come to sign out their child, let the children do play doh or play a DVD.**

Tags

Leader Uniform  
Leader Sign In  
Lesson delegated  
Jobs Delegated  
Welcome  
Small group time  
Games

### **We have an emergency**

Emergencies can take on a number of forms, some more serious than others. The following will help in emergencies that arise:

#### **Fire**

Should there be a fire in the building and we are required to evacuate the building - **DO the**

#### **Following**

1. Remain calm
2. Familiarise yourself with the instructions and escape routes found in each of the classrooms.
3. ALL Children will be evacuated as a group
4. NO Child will be released to a parent UNTIL they are at the SAFE ZONE.
5. Follow the instructions of the Authorised Church appointed leader.
6. The LEAD Teacher will take responsibly and control of the evacuation.
7. All leaders will work together to take the children down the safest escape route. This will only be done once the route is safe and secure.
8. Check with the register to see that ALL Children are accounted for at the SAFE ZONE. / Designated meeting place.
9. Once at the secure area, hold all children there until parents arrive.
10. Follow the Sign OUT procedure to release children.
11. Make yourself aware of the evacuation plan. Read over it.
12. On the arrival of the Fire Service, the Officer in charge should be met and advised that all the occupants have been safely evacuated.
13. Fire Fighting must always be secondary to life safety, and circumstances at the time will dictate whether fire-fighting operations should be attempted or left to the Fire Service.

#### **Parent won't leave the room:**

Only authorised personnel are allowed into our rooms.

These are those who have police clearances, Working with Children's Check (WCC) and being through the Child protection policy training.

#### **Do not let anyone else in the room.**

Should a parent force their way into a room and will not leave - DO the following  
Who should be called?

Fill out a report form stating the incident along with parents name etc.

### **Child needs the toilet**

Do not ask the children if they want to go to the toilets as you will have half the class wanting to go.

If a child is desperate for the toilet, call the parents via the electronic board.

**IMPORTANT:** Remember to sign the child out and re-sign them in again when they have returned from the toilets.

For safety and security reasons, Children's Ministries' volunteers are not permitted to change nappies of young children. Should a child need to be changed, parents are notified via the electronic board in the Auditorium. Toilet facilities are available in the church building for the Grade 1 – 6 group of children. Children are not allowed to go to the toilets on their own.

Children will be escorted by two leaders (Male leaders for boys & Female leaders for girls) to the toilet.

The toilets will be checked by one of the leaders BEFORE children are allowed into the toilets. Once all adults are out of toilet areas, the children may go in. No-one is allowed to enter the toilet area until all the children have exited them.

### **Pre School Ministry (18months to 31/2 years)**

Parents are encouraged to take their children to the toilets **BEFORE** signing them into the room.

In an emergency, call the parents via the Mobile Phone to the Sound Desk using the child's ID #.

REMEMBER to give the parent a **TOILET PASS**. This needs to be signed for both upon taking the child out of the room and also when the child is returned after the toilet break.

### **Pre School Ministry (31/2 years to Prep)**

Parents are encouraged to take their children to the toilets **BEFORE** signing them into the room.

In an emergency, call the parents via the Mobile Phone to the Sound Desk using the child's ID #.

REMEMBER to give the parent a **TOILET PASS**. This needs to be signed for both upon taking the child out of the room and also when the child is returned after the toilet break.

### **Helpful Hint**

Never ask if there are any other children who want to go to the toilet, you will start the "Potty Train" We want to rather encourage parents to take their children BEFORE coming to the Kids Ministry Rooms.

### **A child get hurt**

1. Immediately call the parent via the mobile phone to the sound desk if the injury is serious.
2. If serious injury, call an elder
3. DO NOT administer medication under any circumstances.
4. Fill out an injury report form
5. Write out an injury card to the parents to be sent with child after service.



## **Infectious Diseases**

### **SICK CHILDREN**

No sick children should be accepted at any children's program. It is the parents' responsibility to care for their sick child elsewhere. If a child becomes sick after check-in, the Team Leader/Coordinator will:

- a. page the parent to come and check the child out immediately
- b. isolate the child from other children
- c. stay with the child until the parent arrives

Children with infectious diseases such as mumps, measles, chicken pox, conjunctivitis will not be allowed into the Pre School rooms.

If a child has diarrhoea, green or yellow discharge from the nose. Vomiting, excessive coughing or high fever, they will not be allowed into the rooms.

### **When a child becomes ill**

Occasionally a child develops symptoms of illness during a class time. If a child is in pain, appears lethargic, has a flushed face or sudden rash, coughs frequently and sounds congested, discharges from the nose or eyes or may appear to feel overly warm – if these symptoms appear, contact the parent via the electronic board.

### **Dealing with Accidents**

If a child should fall and cut themselves the following is important:

The Leader in your classroom who is First Aid qualified must take charge of the situation.

Immediately get out a pair of disposable gloves provided in the First Aid box.

### **Check the first aid manual for procedure.**

Any time a child sustains an injury, verbal and written reports need to be completed. The Team leader will need to fill in an accident form. These completed forms need to be placed in the running file for the morning.

The accident needs to be reported to the Children's Pastor.

The team leader will need to write up one of the accident info forms for the parent.

If the cut is serious, the parent needs to be contacted via the electronic board.

### **Blood or Body Fluids**

All leaders who come in contact with bodily fluids or blood must use disposable gloves and dispose of them correctly, wash hands thoroughly afterwards and disinfect all areas exposed to bodily fluids or blood.

### **Child won't settle down**

It is our policy not to keep any children against their will.

If any of the following occur:

If a child continues to cry uncontrollably for more than 5 minutes

If a child refuses to obey after being asked 3 times

If a child is unruly, uncontrollable, injuring other children

**Do the following:**

1. Call the parents via the Mobile Phone to the Sound Desk using the child's ID #.
2. Have the **parent sign out** the child.
3. Make sure the parent and child tag are matched and together,
4. Write out a report form

**Important**

If a child come to the room screaming - **DO NOT** let the parent drag the child into the room.

This does not help all the other children who are settled

**Sign In & Sign out procedures**

Welcome to a typical morning of kidz ministry

This is imperative. **NO CHILD** is allowed into our rooms without being properly signed in. There are **NO EXCEPTIONS**.

**New Children & Guests****Registration Form**

Every new child or guest **MUST** fill in a registration form. All information must be completed including medical/ Allergies

This helps us to know if there are any medical or allergies that could impact on the child. Parents need to sign and date the form.

**PLEASE CHECK EACH FORM****Parent Welcome pack:**

Make sure each new parent gets a 'parent welcome pack.' This pack helps parents know how we operate.

**Sign In Procedure Check list****Register:**

Every Child **MUST** be on the register either as a regular or as a guest. Parents need to sign the **IN** column.

**I.D. Tag**

I.D. Tag with **MATCHING** Parent Tag for each and every child

**Sign OUT Procedure Check list**

**Important:** The register must be controlled by a leader

1. Have register ready to be signed by parent.
2. When a parent comes for their child, they SIGN the OUT column.
3. The parent needs to give you the Parent I.D.
4. A leader calls the child by name.

5. The Child I.D. Tag is taken off the child and matched with the parent tag.
6. The child is released through the gate.  
The gate is closed behind the child.
7. The same procedure continues for every child.

**NO CHILD can be released WITHOUT the above procedure.**

## **Behaviour Management**

Behaviour Management - Policy Procedure

No child is to be smacked. Children's Church operates strictly on a 'Hands Off' basis.

No child is to be stood in a corner.

If a child is displaying bad behaviour we will assign a leader to sit with them in the classroom and quietly attempt to locate the problem. That is discovering the cause. The behaviour is only a symptom.

If the child still does not settle they will be removed from the classroom with the leader and the buddy. The next step is to interview the child in public view, not in an office or toilet, the interview should occur outside the classroom door, asking these questions: What were you doing? Why? What are the rules? What happens when you break the rules? Is that what you want? What will happen if I see you doing that again? Is everything all right at home? At school? These questions are asked in a loving manner that does not degrade the child. We are to love and respect the child, and we want to discover why they behaved the way they did.

We will talk to the child at eye level either everyone sitting down or the leaders kneeling down so as not to intimidate the child. The tone of our voice will also be friendly to reduce fear and build relationship.

If any abuse is suspected, no "leading questions" can be asked such as "Does Daddy, Mummy or other people hurt you in any way that makes you feel bad?"

We will pray with the child for peace and God's love to surround them.

In the case of early childhood, children will only be sent back to their parents if they clearly are distressed and attempts to settle them have not been successful. Such situations if allowed to continue, causes great disruption in the class and also leaves the child with a negative experience. We want the child to feel safe and know if they should become distressed they will be taken to their parent.

In extreme cases where difficult behaviour occurs, the Children's Pastor will be called for and the child segregated from the main group.

Upon the parents' return they will be informed of their child's behaviour. This is always to be done by either the Children's Pastor or Department Leader in a loving manner respecting the parents by informing them but not embarrassing them. Questions can then be asked of the parents if everything is alright at home, school etc, continuing to attempt to discover the cause.

## **Healthy Touch**

### **Pastoral Care and Appropriate Behaviour**

A leader's behaviour should always be above reproach and respectful of Children. Leaders should be culturally sensitive. Participants should not hear ignorant, biased or ridiculing statements about other religions or family practices. Leaders should be careful of their attitudes, behaviour and language. What they are seen to be doing has more weight than what they say.

Leaders should avoid put downs and foul language.

When involved in pastoral care of children, it is important to provide an atmosphere of safety and concern.

### **APPROPRIATE TOUCH**

Appropriate touch is part of a healthy ministry. These are the following guidelines for when, where and how to use appropriate touch.

#### **The following are appropriate ways to touch kids:**

An arm around the shoulder

Short congratulatory or greeting hugs

A brief, assuring pat on the back or shoulder

Handshake and high-fives

#### **Inappropriate behaviour includes:**

- Inappropriate or lengthy embraces;
- kisses on the mouth;
- holding children over three years old on the lap;
- touching bottoms, chests or genital areas
- showing affection in isolated areas such as bedrooms, staff only areas or other private rooms
- occupying a bed with a child
- touching knees or legs of children
- wrestling with children
- tickling children
- piggyback rides
- any type of massage given by a child or youth to an adult;
- any type of massage given by an adult to a child or youth;
- any form of unwanted affection; comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "you sure are developing," or "You look really hot in those jeans."
- snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing;
- giving gifts of money to individual children and private meals with individual children

Appropriate physical contact with children should be kept to safe zones only. Safe zones are lower legs, arms, shoulders, upper back and head. (The area that a female one-piece bathing suit covers is not an appropriate area to touch) For example, an open

hand may be placed gently on a child's shoulder. This may be done to comfort, to gain a child's attention, or when praying for a child. If at any time a child shows discomfort with such a touch, remove your hand immediately. Should a child wish to hug you, you need to receive and not reject them but turn them to your side. This also means avoiding children sitting on your lap.

### **NEVER:**

Never touch a child in anger or disgust

Never touch a child in any manner that may be construed as sexually suggestive

Never touch a child between the bellybutton and the shin

Never touch a child inappropriately. Do not touch any part of a child's body that would be covered by a bathing suit.

Never touch a child's private parts

Never swing a child by the arms, wrestle with a child, or kiss a child on the lips or coax a child to kiss you.

Your physical contact with the children must be above reproach. Be wise how you interact physically with the children.

Never hit, strike, shake, or physically restrain a child.

Never scream or yell at a child or call a child a derogatory name.

### **Emergency Numbers**

Victorian Ambulance Service may be contacted by phoning **000 emergency**

**The Church address is:**

Children's Church - The closest hospital is:

## Team members Agreement

*I \_\_\_\_\_ understand that working with children comes with an enormous responsibility and it is not to be taken lightly. I agree to all of the following (please check each box)*

- ☐ I will support the vision of \_\_\_\_\_ and attend services regularly when I am not on roster.
- ☐ I know that the children will see me as a leader and I am aware that I must be an excellent example to them.
- ☐ I agree to arrive 30 minutes before the service start time or at a time allocated to me by my area co-ordinator.
- ☐ I will be diligent to pray for my area and come prepared for ministry.
- ☐ I will stay until my area of service is tidy and ready for the next service.
- ☐ If unable to fulfil a roster I will arrange a swap with another team member and advise my Coordinator
- ☐ I will give one month's notice before leaving my area.
- ☐ I am prepared to undergo a three-month trial basis with no guarantee of further involvement.
- ☐ I have read the Children's Ministry guidelines for safe ministry
- ☐ I am prepared to abide by these guidelines
- ☐ I understand that I don't take discipline into my own hands... I refer problems of this nature to my team leader.
- ☐ I will commit to attend meetings, training courses and seminars organised by my Department Leader, and any training connected with Children's Ministry.

- ☐ I am prepared to submit to the leadership of the children's ministry.
- ☐ I have read and signed the volunteer's handbook.
- ☐ I understand that I am serving God and the children and therefore need to remain teachable and committed to growing in my spiritual walk.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*For Parent/Guardian – (if applicant under 16 years old)*

*I \_\_\_\_\_, Parent/Guardian, grant permission for, and understand the commitment that \_\_\_\_\_ has undertaken, and will endeavour to get him/her to all rostered duties 30 minutes before service commencement time.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Children's Ministries Workers application form

- ☐ **Toddlers (Ages 18 months to 3.5 years)**
- ☐ **Pre School (Ages 3.5 years to prep)**
- ☐ **Primary (Grade 1 to Grade 6)**
- ☐ **Other**

Thank you for taking the time to share with us about yourself. We want you to know that the following information will be confidential and shared only with the appropriate pastoral staff that we deem necessary.

### General Information

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Mobile number \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Work Status    Part Time \_\_\_\_\_    Full Time \_\_\_\_\_    Student \_\_\_\_\_

Martial Status: Single \_\_\_\_\_    Married \_\_\_\_\_    Divorced \_\_\_\_\_



**If married – please fill in the next section as well:**

Spouses name \_\_\_\_\_

Children Names

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## **Personal**

Please give a brief testimony about how you became a Christian (include date)

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Briefly write about significant events that have impacted you spiritually.

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Describe three major ways in which you have grown in your spiritual walk since becoming a Christian.

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How would you describe your spiritual walk now?

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Are there any special issues or concerns in your life right now that would impact in your commitment and involvement in this ministry (i.e. relationships, other commitments, etc.)?

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## **Legal / Lifestyle/ Concerns**

In caring and ministering to children, we believe it is our responsibility to seek a ministry staff of leaders that are able to provide healthy, safe and nurturing relationships. Please answer the following questions accordingly. Any special concerns can be discussed individually with the Children's Pastor.

Are you using illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever gone through treatment for alcohol use? If yes, please describe:

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What is your view on drinking alcohol?

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Have you ever been arrested and /or convicted of a crime? If yes, please describe:

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Have you ever had any sexual relations with any minor after you became an adult?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been accused of or convicted of any form of child abuse? If yes, please describe:

Have you ever been a victim of any form of child abuse? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, would you like to discuss this matter with a pastor or counsellor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had a police clearance in the last ONE Year? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Ministry**

How long have you been attending Faith! Christian Church?

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What other ministry / Church experiences have you been involved in?

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What spiritual gifts do you feel you have and how would you like to use them in Children's Ministry?

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Why do you want to work in Children's Ministry?

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What are some of your expectations of this ministry and staff?

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Please affix  
photo of  
yourself

## References

Please list three (3) people, pastor, employer and a friend, not related to you, whom you have known for at least one year.

Name	Address
Address	Code
Phone number (code)	years known

Name	Address
Address	Code
Phone number (code)	years known

Name	Address
Address	Code
Phone number (code)	years known

The information contained in this application is correct to the best of my knowledge. I the undersigned, give my authorization to Faith! Christian Church or its representatives to release any and all records or information relating to working with minors. The church may contact my references and appropriate government agencies deemed necessary in order to verify my suitability as a volunteer worker.

I understand that the personal information will be held confidential.

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Signed

Date

Please attach certified copies of the following

Drivers Licence

Birth Certificate

## How to become involved in Children's Ministry @

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The following steps apply to all persons desiring to become involved in any area of ministry to Children through our Church

1. Complete and submit a Children's Ministry Workers Application form to the Children's Pastors office
2. Receive acceptance of application from Children's Pastor. This will be done in writing.
3. Have an appointment with Pastor Shane
4. Fill out papers giving permission for a Police Check. This is required by law in the State of Victoria.
5. Working with Children's Check. All leaders in children's ministry are required to have a WWC Check.
6. Read and accept the Policies and Procedures Manual
7. Read and accept the Child Protection Policy manual. Complete the Child Protection Policy manual and return the assigned pages.

8. Read and sign the Team members agreement

9. Complete all scheduled training and attend all workers meetings.

Thank you for your interest in joining the Children's Ministry team. In the package that we gave you are the following:

- **Letter of steps** to become involved in Children's Ministry
- **Team members' agreement** that needs to be *signed and returned* with your application.
- **Children's Ministry Application form** that needs to be *completed and signed then returned* to Pastor Shane
- **Working with Children's Check application form.** This needs to be completed and taken to the Post Office. You will also need documents totalling 100 points . See page 10 for process and requirements in the Working with Children's Check application form. You will note that I have filled in the section for our church requirements on page 3 of 6.
- **Faith!Kidz Policies and Procedures.** This is for you to read and keep.
- **A Copy of our Child Protection Policy:** Please read then sign the extra Pages 19 - 22. You will need to Write YES in the right hand column for each section.
- **A few articles relating to Pre School Ministry** for you to read and keep.
- **This Disk has the Police Clearance application form.** All the church information has been completed. You will need to complete the rest. Once completed, you will need to print it out and bring it to Pastor Shane. The 100 points required documents can also be brought to me to be certified along with the originals that need to be sited.
- If you are not able to print it out, you are welcome to come to the office and I can help you complete and print out the form for you.

I trust this all makes sense.

God bless you richly, we look forward to receiving your completed application forms shortly

Blessings



# PARENTLINE

Dear Parents,

We care about your children and want to keep them safe and healthy!

If your child is not feeling well, please keep him/her with you.

Children with the following symptoms should not be brought to the children's ministry rooms:

Fever, Diarrhoea, Vomiting, Runny Nose (other than clear), Severe coughing, drainage in the eyes, conjunctivitis, or pink eye, Sore Throat, any unexplained rash,

Any symptoms of childhood diseases such as German measles, mumps, chicken pox, strep throat, flu etc

Any Infectious Diseases, These are highly contagious.

If you child displays these symptoms within the last 24 hrs, they should not be placed in the Children's Ministry rooms.

If a child who is sick is brought to the rooms, the parent will be contacted to remove the child from the room.

Important: Our ministry team of leaders will NOT administer any medications.

Adherence to this policy is important to protect the health of all our children and leaders in our enviroment.

Thank You Mums & Dads



## WELLNESS POLICY



Thank you for partnering with us to provide safe enviroments where kidz can learn and grow in their faith

FOR MANY PEOPLE  
THE ONLY MARK THEY  
WILL LEAVE IN THIS WORLD  
( THEIR COFFEE STAIN )

## MAKE AN ETERNAL DIFFERENCE

**OPPORTUNITIES in  
KIDZ MINISTRY**

**9 & 11AM SERVICES**  
**HELPERS & LEADERS**  
**TODDLERS & PRE SCHOOL**

NAME \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
MOBILE NUMBER \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**VOLUNTEER!**

**FAITH KIDZ**

GRAB A  
VOLUNTEERS  
INFO BAG  
IN OUR KIDZ  
ROOMS

**OPPORTUNITIES**





# PARENTLINE

## welcome 2 ZOOM

Dear Mums, Dads, Guys & Girls,

Welcome to FaithKidz ZOOM Pre School Ministry

We care about your children and want to keep them safe & Healthy.

**FIRST  
TIME  
VISIT**

## SIGN IN & OUT PROCEDURE

Every Child who attends our Kidz Ministry needs to have an Information Form completed upon arrival.

It will take a few moments for Mum, Dad or Guardian 18 years or older to fill out the information required.

This information form includes Medical & Allergy conditions your child may have.

Please make sure you sign and date the form as well.

Upon completion, please hand the form to one of our friendly leaders at the sign in table.

The following is the process:

1. Write your child's name in the guest register
2. Sign your name in the Sign IN column.
3. The Leader will give you a **Parent ID Tag** with a number that correlates to the one attached to your child.

Without it, your child will NOT be released. The same person that signs your child IN MUST sign your child OUT

Should we need to contact you during the service, the number on your Parent ID Tag will be displayed on our Large screens in the main auditorium.

## SAFE ROOM POLICY

Entry into the Kidz Ministry rooms is limited to **children** who have been signed in and are wearing their ID TAG. as well as **Authorized Kidz Ministry Leaders**

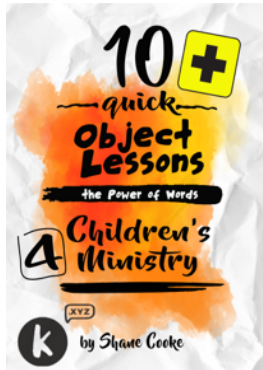
Should there be a need - Parents of first time guests will be allowed into our rooms for a 10 minute period to settle their child up 9:20am (1st Service) & 11:20am (2nd Service) After these times no parents will be allowed in the rooms. as lessons will have begun. A leader will remind parents of the 10 minutes. Should your child still be unsettled at this time, it is our policy not to force children to stay in the room. You would need to sign your child out of the room. Some children take a few weeks to settle - we encourage you to bring your child the following week. We want your child's experience in our rooms to be a wonderful one.



## ZOOMFORMATION

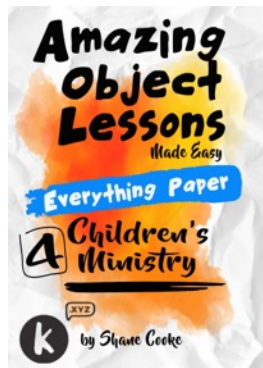
## More Resources for Family & Kids Ministry by Shane Cooke

All available from: [www.shanecookeministries.com](http://www.shanecookeministries.com)



### 10 Quick Object lessons on the power of words

**The Power of Words.** 10 Object lessons to teach your children the power of words. The Bible tells us that the power of life and death are in the tongue. We speak blessings and burdens by the words we say.



### Amazing Object Lessons made easy "EVERYTHING PAPER".

Teach you children how to share the Gospel using Object Lessons. This manual has EVERYTHING PAPER. Most simply need a sheet of paper to creatively share the Good News of the Gospel with friends.



### Creative Evangelism ToolBox

Sharing the Gospel Creatively will help your children with more practical tools. Included are the four (4) components needed to share the whole message of the Gospel.



### **Ministering to families when they lose a child**

Written for Children's Ministers, this can also be a powerful practical tool to your family when you are confronted with families that have lost a child.



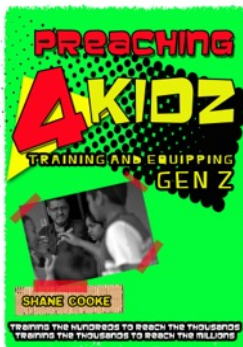
### **School of the Prophetic 4 Kids**

A very practical hands on curriculum that can will help you Equip, Nurture and Train your family & children in the Prophetic including the Gifts of the Holy Spirit. There are 12 lessons including practical object lessons, activation exercises.



### **The Gifts of the Holy Spirit 4 Kids**

There is no Junior Holy Spirit. The SAME Holy Spirit that gives Gifts to adults makes them available to Children. Learn about the suitcase of Gifts that God wants to see operate in your children



### **Preaching 4 Kidz**

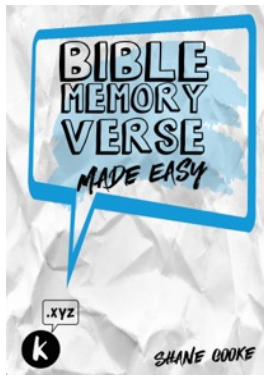
Training and Equipping your children to preach effectively. How to prepare sermons, how to deliver a message, how to lead others to Jesus.





### Amazing Object Lessons made easy “Everything Christmas”

Some great fun ways to bring the Christmas story alive to your children. in the midst of all the hustle and bustle of the season, some powerful tools to bring the focus back on the CHRIST of Christmas



### Bible Memory Verse made easy

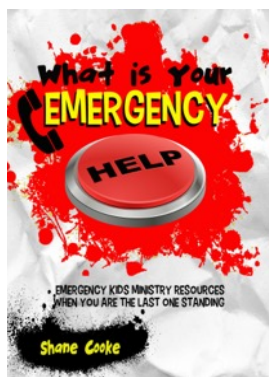
The Bible tells us the value of hiding God’s Word in our hearts in Psalm 119.

This training manual is filled with loads of creative ideas to bring the Word of God alive. They are memory hooks to help your children remember the Word of God.



### Bright Ideas Series: Games Galore

Some great fun crowd breakers and loads of games ideas. Written for Kids Ministry, these games are easily adaptable to your family environment.



### What is your Emergency?

For those days when you are called upon to step into a room full of kids and you are IT. A Quick resource to give you tools and lessons to minister at a moments notice. Tools include lessons, Object Lessons, Sign In sheets, Crowd Control tactics, and much more.



### **Bible Journaling for Kids**

A Powerful tool to help kids encounter God through hearing His Voice through His Word and responding.

Practical tools on how to Journal, receive and respond.

## **For more information on:**

For more Training Manuals in this Series

For Shane to come to your church:

Kids Ministry Leadership Training

Family Service

Spiritual Parenting Training Day

Ignite Generations Summit for the whole family

Family Camps

Sunday Pulpit Ministry

Spiritual Parenting Life Coaching

Children's Ministry Consulting

E-mail: [scooke9@icloud.com](mailto:scooke9@icloud.com) or [shane@kidsministry.xyz](mailto:shane@kidsministry.xyz)