

The Plan to Protect

Children, Youth and their Leaders

at

Central Baptist Church

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UNDERSTANDING THE NEED

We all recognize the importance of physical safety and proper planning for emergencies, illnesses and injuries. Beyond the issues of physical safety and wellness, we also recognize the disturbing and traumatic rise of physical and sexual abuse that children has claimed the attention of our nation and society.

Unfortunately, churches who have children's programs are not insulated from this alarming trend. Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust. Furthermore, many churches struggle to get adequate help for children and youth programs and are often too quick to receive volunteers.

We have a spiritual, moral and legal obligation to provide a secure environment for children participating in church programs that are under the auspices and authority of the church. According to scriptures, we must be diligent to avoid evil and to protect children.

Avoid every kind of evil. (1 Thessalonians 5:22)

But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. (Matthew 18:6)

We believe that childhood innocence is a gift given by God. Children are naturally trusting and readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. It is essential that the church take all appropriate steps to prevent abusive incidents from occurring, not only to prevent emotional, physical and spiritual trauma to victims, but also to avoid the destructive consequences for abusers and the devastating effects on the credibility of the church ministry and the name of Christ.

Our commitment at Central Baptist Church is to provide a safe, secure, loving environment for children. In an effort to accomplish this, we have the following security measures in place to protect our children, their parents and the church.

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RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

RECRUITMENT

Our first line of defense in preventing child abuse and ensuring the safety of children and youth is the adoption of a screening process by which volunteers and staff are recruited and trained.

VOLUNTEER APPLICATION FORM

All those desiring to be involved in ministry with children and youth must complete the Children / Youth Ministry Volunteer Application Form and submit it to the appropriate ministry coordinator or to one of the pastors. This form includes the signing of a ministry covenant and authorizes the church to contact references as applicable.

REFERENCE CHECK

Those who have attended Central Baptist for less than two years will be required to supply three personal references. At least two of these references will be contacted by the ministry coordinator or pastor. A written record of the contacts will be kept on file. These records will be confidential. For those, who have attended CBC for more than 2 years, a pastor or board member will be asked to affirm the suitability of the applicant for ministry with children or youth.

INTERVIEW

All potential children or youth workers will be interviewed by a ministry coordinator, pastor or board member. Information exchanged will be confidential. The interview will be used to clarify material on the application form and will provide opportunity for applicants to learn more about the ministry and the child protection policy and procedures.

CRIMINAL RECORD CHECK

A Criminal Record Check (CRC) will be made for any approved volunteers or paid staff over age 16, who accept a ministry position working with children or youth. Any individual who will not submit to this procedure will be ineligible to be involved with children or youth.

All records will be placed in the Personnel File set up for that purpose in the church office and will be considered confidential, accessible only by the pastoral staff and church secretaries. If there is a record or information which raises some concern, a pastor will meet with the individual to discuss the concern. If the offense is other than child or sexual abuse, the volunteer may proceed with ministry in the church provided

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both the ministry coordinator and pastor agree. The following are criteria to consider when evaluating the information:

- the number and type of convictions
- the age and circumstances of the offender at the time of the offense
- the length of time between past criminal activity and the present
- the conduct and circumstances of the individual since the offense
- the likelihood of the individual repeating the offense

If the offense is related to abuse of children or of a sexual nature, the volunteer may not be involved in ministry with children on behalf of Central Baptist Church.

GROUNDS FOR INELIGIBILITY

A ministry applicant is ineligible to work with Children and Youth if:

- they are unwilling to give a signed affirmation of the ministry covenant
- they are unwilling to undertake a criminal record check
- the person is in a teaching role and is not a Christian. (In other roles, if an applicant is not a Christian, their suitability should be discussed with a pastor.)
- a pastor has confirmed a cautionary reference or inappropriate lifestyle issues

TRAINING

All new staff and volunteers will receive a copy of this “Plan to Protect”. The signing of the application form will act as a confirmation that the individual read and understood the materials. The interview will provide further confirmation of this fact.

New staff and volunteers will receive orientation from a pastor or ministry coordinator which will make them aware of the following:

- Appropriate fire exits and fire extinguishing materials
- Location of First Aid kits
- Location and use of emergency alert systems
- Location of Allergy Reports and Medical Instructions for individual children
- Location of appropriate reports regarding injuries and the reporting of abuse.

In addition all persons working with children or youth will receive an annual refresher and update in the security and abuse-related policies and procedures of this document.

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CHILD CARE POLICES AND PROCEDURES

SECURITY

GENERAL SECURITY

Children are not allowed to wander around the church. If you see a child out of class, please approach them or contact a coordinator or staff member. We will take the child to their appropriate class or to the auditorium so they may sit with their parent(s). If you see an adult just wandering around the children's classroom area please approach them or notify a coordinator or hall monitor or usher. For security purposes we do not permit people to wander around the children's classes. All ministry volunteers must play a role in making Central Baptist Church a safe and secure environment for all children.

IDENTIFICATION OF STAFF AND VOLUNTEERS

All adults in the classroom are required to wear a Central Baptist Church nametag as a means of identifying them as adults authorized to be in the classroom. New volunteers who are observing the class must wear a visitor nametag. If someone comes to your classroom and says they are a parent or are from another church and "just want to look around" please direct them to an usher, ministry coordinator, pastor or another designated person. Do not allow unauthorized individuals into your classroom. If you have questions about someone coming into your classroom please contact a coordinator or staff member.

IDENTIFICATION OF CHILDREN

Ministry Personnel should always keep an accurate record of attendance which includes the name of every child present as well as the total number of children. This is of special importance in case of the need for emergency evacuations.

SECURITY CLAIM CHECKS FOR INFANTS AND TODDLERS

When parents check in their child (birth – 3 years old) they are asked to put the child's name on a numbered nametag. The parents will be given a numbered claim check that matches their child's number. It is imperative that you only return the child to the parent with the security claim check. There may be custody situations between parents that we are unaware of. Therefore even though you may know the parent, do not return the child to anyone other than the person with the child's security claim check. If a parent has lost their security claim check or appears to be upset regarding the enforcement of this policy please refer them to the associate pastor or the ministry coordinator . **Under no circumstances return a child to anyone without the security claim check.** This includes parents, grandparents, aunts, uncles, siblings, baby-sitters, friends and neighbors.

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GENERAL SUPERVISION

Children must be kept under adequate supervision during all ministry functions. Children will not be dismissed until the ministry time has ended. In cases where children's ministries are conducted while the parents are elsewhere in the building all children above Grade 3 may be excused to the worship area where they will come under the supervision of their parent or guardian. Infants and toddlers are covered under the claim-check provision. Children above nursery age up to Grade 3 will remain in their classroom until released to a parent or guardian.

BUILDING SECURITY

All unlocked entrances must be under constant supervision by ministry personnel. It is important to limit access to the church building to monitored entrances and therefore doors and windows should not be left unlocked when direct supervision is unavailable. If it is not feasible to monitor the entrance, the specific ministry must provide a hallway supervisor.

HEALTH AND SAFETY

INFECTION CONTROL POLICY AND PROCEDURE

Part 1: Introduction

In order to minimize the spread of any infectious diseases within the Children's Ministry and to ensure the health and safety of all children and caregivers, we have adopted the following policies and procedures.

Infections such as diarrhea and Hepatitis A are primarily spread by a fecal/oral route, meaning that there is higher spread among children who are in diapers. Infections such as serious forms of meningitis, influenza, chickenpox and most respiratory infections are spread by contact with respiratory secretions. Infections such as pink eye, impetigo, scabies, lice, ringworm, and chickenpox are spread by person-to-person contact. Fever blisters (Herpes) are spread by contact with saliva. Cytomegalovirus, a viral infection often without symptoms in children, but one which can cause birth defects in unborn babies, is spread through urine and saliva. So far as is now known by medical science, Hepatitis B and AIDS are spread by contact with blood (transfusions, across the placenta in the unborn baby and through the birth process) and intimate contact (sexual intercourse and possibly breast feeding). There have been no known cases of Hepatitis B or AIDS spread in day care centers and no documented spread through daily living activities within families. By the very nature of preschoolers' activity, diapered infants and toddlers, and normal infant mouthing behavior, preschoolers are naturally exposed to a higher rate of infection than older children are.

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Part 2: Specific Procedures

1. Diapers shall be changed at the changing table or on a non-porous surface which is sanitized after each use.
2. Caregivers are required to wash hands after each diaper change, after accompanying a child to the toilet, after assisting a child wipe their nose, after contact with blood (e.g., a cut or bloody nose), after toileting, after contact with their own nasal secretions and before food preparation. Caregivers should make sure that a child's hands are washed after toileting, after use of tissues for wiping eyes and nose, and before eating. Disposable towels will be used after hand washing.
3. A disinfecting solution is available in the nursery for any cleaning requirements.
4. All infant and toddler toys and all play equipment in the early childhood area shall be cleaned at least once every 2 months.
5. Universal precautions, meaning with every child and caregiver, shall be taken with handling of blood, urine, and feces.
6. All diapers and trash contaminated with spills of blood, urine and feces shall be placed in trashcans which are lined with disposable plastic liners and are covered and out of the reach of children.

Part 3: Implementation

To insure that these guidelines are implemented, ministry coordinators shall arrange for initial and also for yearly training in infection control procedures for all children's workers. The coordinator of each individual program shall be responsible for the observance of these guidelines.

Part 4: Parental Responsibility

Parents will be requested to refrain from bringing their child to nurseries and classrooms when the child is ill. Parents are to bring disposable diapers during the time that their child is in an early childhood session.

If any child exhibits persistent biting behavior while in an early childhood session, his/her parents will be asked, by a member of the Children's Ministry staff to remove that child from the early childhood activities until such behavior ceases.

Part 5: Confidentiality

If information regarding a child who has an immunodeficiency, whatever the cause, is available to the Children's Ministry staff, the staff will make this information available only to those caregivers who need to know in order to protect the child from other infections. This need to know does not require the knowledge of HIV status. Parents of children enrolled in any Children's Ministry shall not be privy to any confidential medical information.

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MEDICINES AND ALLERGIES

Snacks provided should never include nuts.

Ministry coordinators must collect allergy information for the children under their care. Important allergy information must be stored in the rooms where the children are receiving care.

Children's ministry staff are not to give or apply any medication (prescription or over the counter). No medication will be left in the classroom or with a worker or child. **In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and the permission of the child's parent. The parent will be asked to fill out a special needs form.**

INJURIES

Typically an injury can be treated with a little loving attention, a cool cloth, a little first aid cream and a Band-Aid. A basic first aid kit is available in the classroom or CE office in the Lower Hall. If a child is injured, please contact the Ministry Coordinator and complete an ***Ouch Report***, which can be obtained from the CE office after Sunday School is over. Give a copy to the Ministry Coordinator or pastor in charge, and give the parents a copy. Please talk with the parent on their arrival letting them know what happened and how the ouch was treated. **Keep in mind that we are not authorized to dispense any over-the-counter or prescription medications.** In the event a child needs more attention than we can provide, the parent will be notified.

SERIOUS INJURIES AND SUDDEN ILLNESSES

Serious injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm and keep the children and injured person as calm as possible.
2. Do not move the injured child and do not leave them. Send a fellow teacher to the CE office or the foyer for help.
3. During Junior Church press 99 (nursery) or 00 (lower hall) to call for emergency help. Medical professionals will answer the call from the auditorium.
4. If needed, the ministry **coordinator, usher or staff member** will contact 911
5. The coordinator or staff member will contact the parents and advise them of the child's situation and procedure being followed.
6. If the child is to be transported to a hospital and the parents cannot be located in time, the staff member will accompany the child to the hospital.
7. The staff member will follow up with the parents as needed.
8. All volunteers and staff members involved in the emergency should write a report of what happened immediately following the emergency.

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EMERGENCIES: FIRE AND EARTHQUAKE

CLASSROOM EVACUATIONS

1. Acquaint yourself with the evacuation route for your classroom. It is posted near the exit door of your classroom.
2. Acquaint yourself with the evacuation route for adjoining classrooms should your primary exit be blocked and you need to use an alternative route.
3. Before evacuating count the number of children in your class. Make sure you take your attendance sheet with you.
4. Evacuate to the Central Care lounge, entering from Johnson Street. Upon arrival take a head count to ensure all your children are with you.
5. Await further instructions from a pastor or ministry coordinator.
6. First aid will be brought to you as needed. Do not leave your group to obtain first aid.
7. Remain calm, which will help keep your students calm. Keep them informed as you have information to share with them.
8. Release children only to their parent and only after you have been given the “all clear” to dismiss by a member of the Central Baptist Church staff. Early childhood parents must have their child’s claim check. Do not dismiss any children, including elementary age, to go on their own.

EARTHQUAKES

1. Direct students to “drop and cover” (climb under desks, etc.) until earthquake stops.
2. Do not evacuate unless given instruction to do so by a member of the Central Baptist Church staff.
3. **For babies, crawlers and toddlers:**

At first signs of an earthquake quickly cover the babies/crawlers with your body or any available protective shielding, ensuring that the children have room to breathe but are protected from falling debris. If there is little or no damage to your room, please remain in the room until you receive instruction from a staff member. If instructed to evacuate, move the children as quickly and safely as possible following the evacuation route located near your primary exit door. Wait outside with the babies/crawlers until they are picked up by a parent. Keep in mind parents must have their child’s claim check. For toddlers, follow the same directions as described above for babies/crawlers. If instructed to evacuate take four toddlers per teacher and follow the evacuation route posted near your primary exit door. Wait with each child until they have been picked up by a parent with the child’s claim check.

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RECOGNIZING AND REPORTING CHILD ABUSE

The first goal of the Central Baptist Church Children’s Ministry is “to provide a safe secure, loving environment for children to participate in and where parents feel comfortable leaving their child. Therefore, we have a policy that reflects our desire to prevent child abuse and to stop child abuse, as we become aware of it. Our stance toward abuse or neglect or the harassment of persons of any age is zero tolerance. In addition, we are committed to protecting our children’s and youth ministry staff and volunteers against false allegations. It therefore must be understood as mandatory that all staff or volunteers avoid any activities which could lead to allegations of abuse or harassment at any age level.

DEFINITIONS OF CHILD ABUSE AND INAPPROPRIATE BEHAVIOR

The following are unacceptable forms of behavior to Central Baptist Church:

SECTION 1: Child Abuse (As defined by The National Committee for Prevention of Child Abuse):

(a) Physical Abuse:

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

(b) Neglect The failure to provide a child with basic needs including food, clothing, education, shelter and medical care; also abandonment and inadequate supervision.

(c) Sexual Abuse:

The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of the need for power or for economic reasons.

(d) Emotional Maltreatment (emotional abuse):

A pattern of behavior that attacks a child’s emotional development and a sense of worth, such as constant criticizing, belittling, insulting, manipulation; also providing no love, support or guidance.

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SECTION 2: Inappropriate Behavior

(a) Improper Touching:

This includes such behavior as kissing, extended hugging, carrying older children, having older children sit on your lap, or touching any body part in a way that could be perceived as sexual (i.e. placing a hand on a thigh, groin, breast, etc.).

(b) Harassment:

Contact or interaction with another that makes them feel attacked, demeaned, intimidated or manipulated; particularly by someone stronger than they or relating to them from a position of authority or power leaving them helpless to resist.

(c) Improper Discipline:

Includes yelling or screaming at children, threatening them, physically hurting them, and such like actions. Corporal punishment (spanking or any other form of physical punishment) is unacceptable in all cases.

RECOGNIZING THE SYMPTOMS OF ABUSE

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. Abuse can result in abnormal fears, post traumatic stress disorder, aggressive behavior, sexual “acting out”, depression, confused sexual identity, and poor self-esteem. When church leaders, pastors, and respected congregational workers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. One instance of unusual behavior would not necessarily constitute a potential abuse case; sudden unexplained changes, however, would warrant investigation. Some of the more common signs are summarized below:

Verbal signs may include the following statements:

- I don't like (a particular person)
- (A person) does things to me when we're alone
- I don't like to be alone with (a person)
- (A person) fooled around with me

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Physical signs may include:

- presence of several injuries (3+) that are in various stages of healing
- repeated injuries over a period of time
- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- lack of proper hygiene

Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behavior toward adults
- sexual self-consciousness
- “acting out” sexual behavior (sexual play with toys, self, others)
- withdrawal from church activities and friends

REPORTING AN INCIDENT WHEN WITNESSING INAPPROPRIATE BEHAVIOR
(As defined above by Section 2 of the definitions of abuse)

Some conduct just deserves an initial comment directly to the person involved.

Example. The church youth group is having a picnic at a local lake. Following a volleyball game, one of the male chaperones begins to massage the shoulders of one of the female youth members. They are seated at a picnic table surrounded by other students. A second adult chaperone discretely pulls the first one aside and comments, “You probably weren’t aware, but giving massages falls outside of proper volunteer conduct.”

Other conduct requires reporting. This includes more significant incidents as well as failure to respond appropriately to correction.

Example. Same facts as the preceding example, except that after the discrete comments, the volunteer persists in the behavior.

Example. Same facts as the preceding example, but the volunteer worker walks the student to an isolated location and massages her shoulders while lying down on the ground next to her. A second volunteer sees what is happening and immediately reports it to the adult in charge.

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Inappropriate conduct or relationships between adult workers and a youth or a child must be confronted immediately and reported to a pastor. In such cases, please fill out an incident report and give it to a pastor. The pastor will take the proper steps to deal with the situation and will involve the authorities as required.

REPORTING WHEN A CHILD MAKES KNOWN AN ACT OF ABUSE, DISPLAYS SIGNIFICANT EVIDENCE OF ABUSE OR ABUSE IS WITNESSED.
(As defined above by Section 1 of the definitions of abuse)

Where there is reasonable grounds to believe that a child is in need of protection, we are legally required to report the matter to the Ministry for Children and Families. If we knowingly fail to report in these circumstances, we are in violation of the law. (See steps for reporting below)

For more detail on when a child is in need of protection and one's duty to report such a need, refer to sections 13 and 14 of the "Child, Family and Community Service Act. An online version is available at http://www.qp.gov.bc.ca/statreg/stat/C/96046_01.htm

Witnessing significant inappropriate behavior does not carry an obligation to report to the Ministry for Children and Families when the child is not in need of protection. Most protection needs involve abuse or neglect by parents. Of course, non-parental child abuse will require the involvement of the police.

Do not prejudge the situation, but take any allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Remember that the care and safety of the victim is the first priority. We do not want to increase the anger and pain of the victim and the victim's family, nor make future reconciliation more difficult.

Confidentiality

It is important to keep the information restricted to those who need to be advised.

Responding to the Child

DO go slowly and be supportive

DO encourage the child to talk about it.

DO tell the child that he or she was right in telling you about the problem. Do not promise the child you will not tell anyone.

DO establish in the child's mind that he/she is NOT to blame

DO keep an accurate written record of everything

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DO pray with the child

DO report the incident to the authorities

DO NOT correct the child's story; listen to the original words,

DO NOT use leading questions. Leading questions can often be answered by a "yes" or "no". Avoid leading questions or comments -they direct the child and hint at how the child is to respond.

DO NOT suggest or modify what the child is trying to say.

DO NOT show horror or anger; however if unable to control your emotions, be clear that your anger is meant for the offender, NOT the child.

DO NOT attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.

Steps for Reporting

By Law, any incident or suspected incident involving a need for protection must be reported to the Ministry of Children and Families within the same hour as it comes to light.

1. Say to the child "I'm going to call someone who can help."
2. Fill out an Incident Report or if you cannot find the form, make notes on the following:
 - the name and location of the child;
 - any immediate concerns about the child's safety;
 - any information as to why you believe the child is at risk;
 - any statements or disclosures made by the child;
 - the age and vulnerability of the child;
 - information on the family, parents and alleged offenders;
 - information on siblings or other children who may be at risk;
 - knowledge of any previous incidents or concerns regarding the child;
 - info about other persons who may be witnesses
 - any other relevant information concerning the child and/or family, such as language or culture or disabilities
3. Inform a pastor who can help you decide if it is appropriate to contact the authorities. (This does not relieve you from the duty to report to the Ministry of Children and Families)
4. As appropriate, phone the Ministry of Children and Families 24 Hour Help line **(310-1234)**
(If the child is immediate danger phone the police 911.)
 - a. To the receptionist say "I want to report (type of abuse or neglect)
 - b. Identify yourself and your concern and give the above information

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- c. Write down the name of the intake worker, time and date of the call and ask when you can expect to hear from the social worker.
5. Complete an ***Incident Report***. Confidentiality will be maintained where possible. This report is to be completed within twenty-four (24) hours and given to directly a pastor. (Preferably the pastor over children's or youth ministries)
6. For matters where there is no obligation to contact the Ministry of Children and Families, the pastor will take the proper steps to deal with the situation and will involve the authorities as required.

Protection from Liability

In that we are required to immediately report any suspected case of child abuse, it is not a breach of confidence between church personnel and the child involved. No person is personally liable for anything done or committed in good faith in the exercise of this responsibility. As church leaders, we are accountable to God to protect His little ones. Although it is our desire to protect the parents as much as legally possible from undue interference by outside authorities into their family, the protection of children from abuse is even more important. We want to follow the principles of submitting to governing authorities (Romans 13:1 ff) while at the same time helping parents to exercise child discipline that is consistent with the Scriptures, and in the best interest of the children.

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CHILD ABUSE PREVENTION

The following policies and procedures are designed to make Central Baptist Church a safer place and to prevent acts of abuse occurring in ministries of the church.

PROPER AND IMPROPER DISPLAYS OF AFFECTION

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. (It is appropriate to hold the hand of a younger child, but less so with an older child) Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, “high fives”, brief hugs or a brief touch on the shoulder.

The following are inappropriate and must be avoided:

- Kissing a child, coaxing a child to kiss you,
- Extended hugging, massaging and tickling.
- Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined below).
- Carrying older children or having them sit on your lap.
- Being alone with a child.
- Having children sit on your lap while the room is darkened or when other workers are not present.

RESTROOM AND DIAPER PROCEDURES

Diapers are to be changed only in the designated areas and in the presence of another worker.

Children ages 3-6 (pre-K, K and Grade 1) must be accompanied by an adult who remains outside the bathroom door which will remain ajar at all times. Children must be given as much privacy as possible.. When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning.

Children in grades 2 and up may go the washroom without the supervision of an adult. The classroom door must remain open to allow for a full view of the passage to the restroom. The teacher or volunteer on duty must monitor the situation closely.

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THE TWO PERSON RULE

At least two workers should be present whenever possible. No child should be alone with a worker.

Where this is not possible, there should be adequate hallway supervision as outlined below.

Where ministries require workers to be alone with a child or a group of children or as situations arise where you find yourself alone with a child or group of children, there must be adequate hallway supervision. This includes the following.

- Workers should only occupy rooms with children when the door is open or there is an unobstructed window.
- There must be a designated hallway supervisor or other ministry workers who will pass by the rooms on a frequent basis.

PHYSICAL DISCIPLINE

Workers must never physically discipline a child or youth. This includes but is not limited to pushing, striking, kicking, pinching, squeezing and twisting of arms.

We recommend the following escalating levels of disciplinary actions:

1. Talk with the child who is misbehaving and ask them to stop what they are doing
2. Remove the child from the situation and give them a supervised time out. Do not send a child out from class unless they are directly monitored by ministry personnel.
3. Contact the parents or guardians and have them remove the child from the situation.

For repeated disruptions please feel free to involve a ministry coordinator or discuss the matter with the child's parents.

Children and youth must not be physically restrained. In cases where a child or youth is endangering others and must be restrained, a worker must not use unnecessary force. Where possible such situations should be dealt with by more than one worker.