



CHILD/YOUTH PROTECTION POLICY

It is our desire to bring children to Jesus. We desire to do all we can to create and maintain a safe, secure, and welcoming atmosphere in which to teach our children God's love and care for them. All of our guidelines are designed to protect and promote growth for each child and adult involved.

The following practices are designed to keep children safe and must be followed at all times:

1. Any time a minor is in the building, an adult (age 21 years or over) must be present.
2. Background checks are completed for all Kids and Students ministry workers.
3. At least two ministry workers (at least one adult) must be in any room where a child is present. Doors will be left fully open. No child may be checked into a classroom unless two approved ministry workers are present. If one worker needs to temporarily leave the room a hallway volunteer must have visual access to the room.
4. Speaking with children one-on-one should be done in public settings where a worker is in sight of other people.
5. Volunteers and employees shall not, under any circumstances, harm or abuse a child in any way including, but not limited to:
 - a. Physical abuse (strike, spank, shake, slap)
 - b. Verbal/Mental abuse (humiliate, degrade, threaten)
 - c. Sexual abuse of any kind (inappropriate touching, exposure).

Guidelines for Physical Contact

1. Sexual abuse or molestation will not be tolerated and is strictly forbidden. In order to make this "zero—tolerance" policy clear to all staff, volunteers and staff members, we review State of Wisconsin mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they witness sexual abuse or molestation, or are concerned it may have occurred.
2. Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the worker who is functioning as a caregiver and is responsible for the child's care.
3. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Southbrook.

Guidelines for Healthy Behavior Management

1. Children who are disruptive should be taken to another side of the room, or if necessary, into the hallway (leaving the door fully open and within sight of other people). The worker should explain to the child that a particular behavior is unacceptable.
2. If the disruptive behavior persists, the parents may be asked to come and sit with the child in class the following week and for as long as necessary, until the child can demonstrate self-control.
3. We are committed to working with children to find what they need in order to fully participate, but not to the detriment of the other children in the class.

Worker Identification Policy (Infant – High School)

1. All approved workers are required to wear identification tags that clearly identify them as qualified workers, authorized by the church, to work with children.
2. Other than the students in the room, only individuals wearing an identification tag will be allowed in the classroom without specific permission of the Coordinator or Pastor.

Registration Policy (Infant – 6th Grade)

1. All children, except visitors, must be registered to ensure that children are in the classroom appropriate for their age or level of development, and to provide contact information.

Diaper Changing Policy

1. Only approved adult workers may change a child's diaper.
2. Diaper changing must take place in the designated diaper-changing locations.

Bathroom Policy

1. When a child needs assistance in a restroom, a door must remain open.
2. Children in 1st grade or older may be excused from the classrooms to use the restroom within the secure Children's Ministry area.

Medication Policy

Neither teachers nor coordinators are allowed to give medications to any child during any function of the church. Exception for over-night event noted below (#3).

Off-Site/Overnight Policy for Southbrook Sponsored Events and Informal Get-Togethers

A 'Southbrook sponsored' event is an event that has been approved by the Pastor and includes at least 2 children. The following guidelines must be followed:

1. Presence of at least two approved workers.
2. Written parental permission must be obtained for each participant for overnight events, or when group transportation is provided.
3. Prescription medications must be brought in original pharmacy container with child's name and dosage listed. This is the only medication that leaders are allowed to give a child. Instructions and permission must be noted on parent permission form.

Driving or Transporting Children

1. Workers may not transport a child without the parent's/guardian's knowledge and permission.
2. All drivers must have a valid driver's license and current automobile insurance and be approved workers.
3. In an emergency, the leader will attempt to call the child's parent to obtain their permission and/or to make specific arrangements for their transportation. When it is not possible to reach parents, a child will be transported by two adults.

Reporting Procedure

All staff and volunteers who learn of, or suspect, sexual abuse being committed must immediately report it to a member of the Southbrook Church staff and to the local police and/or state Protective Services Agency.

Anyone who improperly retaliates against someone who has made a good faith report of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.