



## Central City Baptist Church's Nursery & Children's Policy

**Vision:** *Generations of faithful disciples of King Jesus*

*Deuteronomy 6:4-9 (ESV)*

“Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the door posts of your house and on your gates.

*Proverbs 22:6 (ESV)*

Train up a child in the way he should go; even when he is old he will not depart from it.

*2 Timothy 3:14-15 (ESV)*

But as for you, continue in what you have learned and firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus.

**Mission:** *To glorify God*

Our mission in our nursery and children's ministry is to glorify God. And we do this by:

1. Maintaining a safe and secure environment for our children
2. Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4).
3. Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17).
4. Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
5. Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with one another, and with the world around us (Matthew 5:16; 1 Corinthians 11:1).
6. Encouraging children to learn to serve and to not just be served (Mark 10:43-45).

7. Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
8. Preparing children to one day walk with God as adults, which means getting them ready to be part of the public services and Lord willing, one day, a fully participating member of this particular local church or another faithful local church in which the same gospel that is preached here, is preached there.

### **Volunteers**

In order to protect the children and families who attend our church, all nursery workers must:

1. Be a known regular attender or member for 6 months
2. Be over the age of 18 to volunteer or a teenage girl, with childcare experience, under the supervision of a member.
3. Pass a background check.
4. Attend an orientation and training session.
5. Abide by these policies and procedures.
6. Be approved by church leadership.

### **Volunteer Expectations**

To ensure the safe and smooth operation of all kids ministries, volunteers should meet the following expectations when participating in or leading any activity:

1. Be joyful and ready to serve all the children and their families.
2. Love the children as Christ loves his church
3. Set an example of Christian conduct.
4. Minister to the children in their care: pray, teach, and share the gospel as they serve.
5. Understanding that the care of children is a privilege, not a right, and this privilege embodies responsibilities of God for ministering to and caring for the children.
6. When a substitute is needed, find an approved replacement or contact Tammy Wendling.
7. Arrive 15 minutes early of your scheduled week to set-up and be ready to serve.
8. Clean and sanitize at the end of each service.

### **Diaper & Bathroom Policy**

1. Diapers can be changed by either male or female volunteers in the presence of another adult volunteer
2. Children who are potty trained are to be taken to the restroom by a female volunteer and sat on the toilet (boys and girls).
3. If a child has a bathroom accident, you may get the child's parent from the service if you need assistance.

## **Food and Allergy Policy for Nursery and Children's Church**

*Feeding young children is a serious responsibility. As a church, we want to be aware of and proactive about food allergies to create a safe, loving environment for all children who attend.*

**Only approved snacks will be allowed to be served in our children's areas:**

- 1. Cheerios**
- 2. Goldfish**
- 3. Puffs**

**In the event of an allergic reaction, please see the notebook for any specific allergy response instructions.**

### **Severe Allergic Reaction Order of Response:**

1. Identify anaphylactic reaction based on the Food Allergy and Anaphylaxis Emergency Care Plan.
2. If anaphylactic reaction is identified, have a trained team leader administer Auvi Q or Epi-Pen.
3. **CALL 911.**
4. Call parent/emergency contact in the children's information book.

### **Sickness/Illness**

1. Children and volunteers with contagious illnesses are not permitted to participate in any Nursery or Children's class or activity.
2. Parents should not bring children to the nursery or class when the following symptoms have been present within the last 24hrs.
  - Fever
  - Vomiting
  - Diarrhea
  - Severe coughing
  - Pink eye
  - Head lice
  - Undiagnosed skin rash
  - Open skin lesions
  - Nasal drainage
  - Other childhood disease symptom
3. If a child shows signs of sickness (including but not limited to those listed above), volunteers must contact the parents and ask that the child be removed from the Nursery/Kids area.
4. If a volunteer shows signs of sickness, he or she is responsible to secure an approved substitute to assume his or her responsibilities.
5. Except in the case of a severe medical emergency, volunteers may not give any medication to any child.

### **Check-In Procedures**

1. Children must be signed into class by an adult caregiver (for example, a parent, guardian, family member, or babysitter).
2. All children must have a file before admittance to a Nursery or Children's class.
3. Volunteers must ask visitors if their children have any allergies, medical conditions, special needs, or specific directions and record it on the child information sheet.
4. Parents are not allowed into the nursery or children's area for the safety of our children, unless they are approved volunteers who are working that week.

### **Check-Out Procedures**

1. Every child must be picked up by their parent/guardian.
2. Parents will need to sign the child out on the sign in sheet.

### **Reporting ALL Incidents, Accidents, or Injuries**

1. Any incident, accident, or injury to a child must be recorded onto an incident form
2. This form is in our Nursery Children's books
3. The report should be completely filled out and then handed to Tammy Wendling or Kim Wernsman.

### **Statement on Abuse**

Illinois state law (325 ILCS 5/) requires that "any person who knows or has reasonable cause to believe that a child is neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Illinois State Police". This means that all Central City Baptist Church volunteers and all Central City Baptist Church members are required by law to report any observed or suspected instances of abuse or neglect. The following procedures must be followed should such an instance occur.

### **Reporting Abuse**

1. Any person who knows or has reason to believe (hereafter, "Reporter") that a child has been abused or neglected must immediately notify the pastor. They will work with the Reporter to contact law enforcement.
2. The Pastor and Reporter will together call the Child Abuse Hot Line (1-800-252-2873) and any other appropriate authorities. The Reporter must be present and may be required to provide a statement to the authorities.
3. Immediately following the call, the pastor and reporter will fill out an incident form available in our Nursery & Children's Notebook.
4. Every allegation will be taken seriously. These procedures will be followed diligently and exhaustively.
5. The victim and the victim's family will be assured that the church desires to extend care and support in whatever ways possible. Central City Baptist Church takes any allegation

of abuse seriously and does not tolerate incidents of sexual misconduct. We consider such incidents to be unscriptural and will support the efforts of law enforcement to investigate and, if substantiated, to prosecute any instances of abuse.

6. Situations must be handled forthrightly and with due respect for the privacy and confidentiality of all involved parties. Notification must be limited to those who need to know about the allegation, and to those who can provide assistance to the victim, the victim's family, nursery and children's volunteers, or other affected individuals.
7. After consulting the proper authorities, Central City Baptist Church will consider and address any further actions the church must take in accordance with our statement of faith regarding the alleged perpetrator.
8. The Pastor and children's ministry leaders will consider and respond to congregational concerns. The church, as well as any witnesses, must maintain strict confidentiality concerning all information, including the details of the incident, the identity of the victim, and the identity of the alleged perpetrator.
9. It is NOT the responsibility of the reporting person or Central City Baptist Church leadership to substantiate any allegations or suspicions. Rather, we are responsible as a church community to comply with the Child Abuse Prevention and Treatment Act (CAPTA) and to fully cooperate with Child Protective Services and the law enforcement officials in our community.

### **Definition of Abuse**

The Child Abuse Prevention and Treatment Act (CAPTA) mandates "minimum definitions" for child abuse and sexual abuse:

1. Child Abuse is defined as: "Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation", or "An act or failure to act which presents an imminent risk of serious harm."
2. Sexual abuse is defined as: "Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children."

### **Indicators of Abuse**

There are many signs of child abuse and sexual abuse. One sign may not be an indication of abuse, but when multiple signs are present or they occur frequently, you may suspect maltreatment. The Clearinghouse on Child Abuse and Neglect, of the Department of Health and Human Services, provides the following potential indicators of abuse:

1. Physical

- a. Unusual bruises, welts, burns, fractures, or bite marks
  - b. Frequent injuries, always explained as accidental
  - c. Wears concealing clothing to hide injuries
2. Sexual
- a. Has torn, stained, or bloody underclothing.
  - b. Experiences pain or itching in genital areas
  - c. Has an STD or venereal disease
  - d. States that he or she has been sexually assaulted

If you suspect the abuse or neglect of a child, contact Tammy Wendling or Pastor Kyle immediately, and we will contact the Department of Children and Family Services together at 1-800-252-2873.