

KidSafe Policies

Silverdale Baptist Church desires an environment that is safe, pleasant and filled with opportunities to share Christ. Part of creating that safe, pleasant and learning environment involves taking measures to prevent child abuse. The following polices are to help ensure a safe environment to reproduce authentic Christianity.

Child Handling General Guidelines

1. Hugging – Be careful. At no time should a staff person/volunteer engage in a full front hug with children or students. Side, shoulder hugs or handshakes only. Don't be cold or aloof, but be very cautious about physical contact.
2. General Horseplay and Tickling – In all cases possible, there should be no tickling or general horseplay involving physical contact with one staff person /volunteer and a group of children or students in a private setting. All one on one activity that involves physical contact between children or students and staff persons /volunteers should be conducted in public areas.
3. Isolation – In all cases, there must be more than one staff person/volunteer and a group of children or students in a private setting. All one on one activity between children or students and staff person/volunteer must be conducted in public areas. Keep conversations positive and appropriate when having any one on one talks. In the event there has to be only one person, that person must be visible through a window or doorway and the staff in the adjoining room should be notified of the situation.
4. Bathrooms – In all cases possible, no staff person/volunteer may be in a bathroom setting alone with children or students. If you are in the bathroom without other staff people and children or students enter, finish as quickly as possible and leave the bathroom setting. Do not allow any inappropriate conversation to take place in the bathroom.
5. Piggy-back and Shoulder rides, sitting on laps - Staff persons/volunteers should not ever give children or students of the opposite gender, Piggy-back and Shoulder rides or allow them to sit on their laps. Piggy-back and Shoulder rides with children or students, of the same gender, sitting on the laps of staff persons/volunteers should be done with extreme discernment. Do not become too familiar with any one child or student.

Check In/Out Policy

Purpose: The purpose of this policy is to have a check in/out policy that fosters better communication and security for our Children's Ministry.

Principles:

- Staff know what children are currently in our care and those who have been signed out.
- Children's Ministry staff and the parents/guardians communicate with each other regularly.
- Parents/guardians have greater peace of mind as they leave their child in our care.
- Children's Ministry staff perform better follow-up and care for absent or new children.

Guidelines:

1. For each ministry there will be a sheet for checking in/out. Given the different kinds of ministry, the forms may be different; Awana will be different from Sunday Mornings. The sheet used will contain the following data:
 - a. Child's Name
 - b. Who will be picking up the child
 - c. Check in/ Sign out boxes
2. The name of the person picking the child up will be written in as the child is dropped off. Only adults (18+ years old) may pick up children, unless the Children and Family Pastor grants an exception.
3. In the event of a special concern, and/or a lack of knowing a person, a photo ID matching the name of the person designated to pick up the child must be presented to pick up a child. In the event of a special concern, a child's name will be marked on the check in/out sheet.
4. Only the person(s) listed may pick the child up. All exceptions must go through the Children & Family Pastor and/or using the child information sheet in case of emergency.
5. The Nursery and Pre-school Ministries will also use the tag system currently in place.
6. Check in/out will occur in classrooms or other designated area.
7. Check in/out and child information sheets will be kept ready in the event of an emergency for a head count.
8. Check in/out sheets will be turned into the Children & Family Pastor for attendance purposes.
9. This policy will take place for all Children's Ministry Events, unless the event incorporates an attending parent/guardian(s), and relates to children 5th grade and under.

Check In/Out Policy (continued)

10. A Children's Ministry staff person may take a child of a parent serving at that time after all other children are dismissed or there is appropriate coverage for the other children. In such a case the word STAFF must be written in for who may pick up the child, along with the parent(s) name. Example: A 4th grade teacher may take a 4th grade child to a parent who is serving in the youth ministry at the same service time.
11. In the event of the children and family pastor's absence, a designated person will handle all exceptions. During Awana, the Awana Commander has the right to grant exceptions.

Children's Discipline Policy

Our Role as Ministers - the Church is here to make disciples. That is the core mission of the church! In Children's Ministry, we are not "Rigid Enforcers." Our role as a team is to make disciples. A disciple is someone who goes out and reproduces other disciples. This takes time, patience, prayer, and persistent training. While we are not rigid enforcers, a significant part of discipleship is corrective- discipline.

Causes of Discipline Problems - sin, ignorance, pride, poor training, desire for attention, rebellion, etc are causes for discipline problems. Everyone struggles with sin. "He who says he is without sin is a liar and the truth is not in him." (1John 1:6-10). What does this mean?

Discipline problems are learning opportunities in a child's life.

Discipline problems can reveal where a child is at spiritually.

Discipline problems are normal for a child.

"Discipling" the Child

Silverdale Baptist Church will follow three key thoughts in the area of Discipline:

Clarify - the rules will be clearly communicated at the beginning of any program or teaching time.

Train - training is done through positive reinforcement of correct behavior. Drawing attention and praise to positive behavior lessens the desire to act out negative behavior.

Enforce- If a child breaks a rule, we will enforce it. Do not let a rule slide, especially on the first day! As rules are enforced, they will less likely be broken.

Clarify

There are three rules that will be standard for all of Silverdale Baptist Church Children's Ministries. These rules are simple, easy to remember, and can be understood by children. These rules are SBC wide. This means they are the same for all Children's Ministries. We as children's ministers need to act as a team. We need to help each other out. If you happen to be with someone else's class and their hands are full, it is appropriate to help out as needed.

As SBC staff, we adhere to the following

Rules should be gone over at the start of every program or teaching time.

Rules should be clearly stated and/or posted.

Three Rules @ SBC

1. Listen-. One of the greatest ways to demonstrate respect is to listen. When an adult, teacher or leader is speaking, we should focus on hearing what they are saying. Mention to children that if they are following this rule, chances are they will not be getting into any trouble.
2. Obey- If a parent, leader or the Bible says to do something and a child does not follow through, this is called disobedience. If a teacher tells the class to sit down, and a student does not sit down, he is not obeying. Tell the children that it is always best to do what one is told right away, especially a parent or God's Word, by obeying.
3. Treat Others Kindly- Students are to keep their hands and feet to themselves. They are to only say kind things to one another. The Bible says we are to love on another. Ask children to give you some ways that you can treat others kindly.

Children's Discipline Policy (continued)

Train

Why train? It is not good enough to have a list of rules and a set of consequences. Remember, we as children's ministers, are here to make disciples. Discipling involves training. Effective training lessens the chances a child will break the rules or be a discipline problem, though problems will happen. Here are some methods for training:

1. ALWAYS praise good behavior. Children (and adults, teens) love to hear praise. How do you feel when someone says to you, "That was a great job!" "Way to go!" "Jesus loves it when you help someone out like that." Be lavish in your praise!
2. REWARD good behavior. This is really up to your imagination. I do not suggest handing out large sums of money as a reward for good behavior. One idea that often works well is a "Secret Seat." Pick a chair at random. Tell the class that there is a secret seat in the room and that they won't know which one it is until the class is over. The person in the secret seat can get a prize after class- only if they have demonstrated good behavior. If the person who is sitting in the secret seat was misbehaving, then no reward is given. This is just one of many ideas.
3. CLEARLY state directions. After stating directions, have the class repeat them back to you. Keep instructions simple, and not much more than two at a time.
4. HAVE a way to gain everyone's control. In Awana the leader starts counting to five. At the end of the count everyone is to be quiet and listening to the appropriate person.
5. NEVER shout at your class. It is ok to be firm in your voice, but always be in control of and "professional" in your voice. A firm voice communicates authority and love. Remaining calm gives you more respect by the children in the long run. Remember, too many children have heard enough shouting . . .
6. MODEL correct manners. When asking a child or group of children to do something, use the same respect you expect of them. Say may you please. . . Thank you for . . . Excuse me . . .

Enforce

Rule enforcement is important. While we are not "Rigid Enforcers," we must consistently enforce the rules. What is the difference? We do not go out of our way looking for a child to break the rules. We do, however, pay attention to our children- so we can praise their good behavior and correct them when they are in error.

Consequences for Breaking Rules:

1. Warning- Everyone has bad days, children too.
~Praise the next time child exhibits positive behavior!
2. One Count- remove opportunity for child to misbehave by relocating them to a more appropriate/calmer spot in the room.
~Praise the next time child exhibits positive behavior!
3. Two Count - time out chair. Have child sit in time out for at least 2 min. Ask him why he is sitting in time out. Notify the child that you will be speaking with their parent.
~Praise next time child exhibits positive behavior!
4. Three Count - remove child. Remove the child from the class. A director or the Children's Pastor will then decide the next course of action.

Further Notes

If child is continually disruptive, or is aggressive physically towards another child or leader, then the matter immediately goes to the Children's & Family Pastor or another pastor in not available.

If child is "playing the system," that is he gets two occurrences consistently and then behaves, consult with the Children's & Family Pastor for the best course of action for that child.

Do not physically handle a child unless he is endangering himself or another child.

How you discipline will teach volumes of the God you love and serve!

Child Abuse Reporting Procedures

Silverdale Baptist Church does not tolerate the abuse or neglect of students and children. If an employee or volunteer suspects that abuse or neglect has occurred, they must immediately report the matter to a Classroom Teacher or Staff Member. The Classroom Teacher / Staff Member must then bring the matter to the Children's or Youth Director as soon as possible. The Children's Director or Youth Director will report suspicions to the Executive Pastor. Reports to the Classroom Teacher / Staff Member, Children's / Youth Director and Executive Pastor must occur within 24 hours of when the employee or volunteer initially suspects the abuse or neglect.

Silverdale Baptist Church requires its employees and volunteers to abide by Washington's child abuse reporting law. As explained below, Washington law requires certain persons to report abuse or neglect to the proper authorities. The law (RCW 26.44.030; 26.44.040) states:

1. When any practitioner, county coroner or medical examiner, law enforcement officer, professional school personnel, registered or licensed nurse, social service counselor, psychologist, pharmacist, licensed or certified child care providers or their employees, employee of the department, juvenile probation officer, placement and liaison specialist, responsible living skills program staff, HOPE center staff, or state family and children's ombudsman or any volunteer in the ombudsman's office has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause a report to be made, to the proper law enforcement agency or to the department of social and health services.
2. The report shall be made at the first opportunity, and in no case longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect. The report shall include the identity of the accused if known. The report should be made to the proper law enforcement agency or the department of social and health services and upon request, shall be followed by a report in writing. Such reports shall contain the following information, if known:
 - a. The name, address, and age of the child;
 - b. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
 - c. The nature and extent of the injury or injuries;
 - d. The nature and extent of the neglect;
 - e. The nature and extent of the sexual abuse;
 - f. Any evidence of previous injuries, including their nature and extent; and
 - g. Any other information which may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.
3. For purposes of this policy, Washington law defines certain terms as follows:
 - a. "Child" or "children" means any person under the age of 18 years of age.
 - b. "Social service counselor" means anyone engaged in a professional capacity during the regular course of "employment" in encouraging or promoting the health, welfare, support or education of children, or providing social services to adults or families, including mental health, drug and alcohol treatment, and domestic violence programs, whether in an individual capacity, or as an employee or agent of any public or private organization or institution.
 - c. "Abuse or neglect" means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed, excluding conduct permitted under RCW 9A.16.100 (reasonable and moderate physical discipline by a parent, teacher or guardian). An abused child is a child who has been subjected to child abuse or neglect as defined in this section.
 - d. "Sexual exploitation" includes: (a) allowing, permitting, or encouraging a child to engage in prostitution by any person; or (b) allowing, permitting, encouraging, or engaging in the obscene or pornographic photographing, filming, or depicting of a child by any person.
 - e. "Negligent treatment or maltreatment" means an act or omission that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare, and safety. The fact that siblings share a bedroom is not, in and of itself, negligent treatment or maltreatment.
4. Most employees and volunteers of Silverdale Baptist Church are considered "social services counselors" and have a mandatory obligation to report reasonable suspicions of abuse or neglect to law enforcement. Generally, volunteers do not have an obligation to report to law enforcement unless they are also engaged in the vocations described above in paragraph "a" (including, but not limited to, professional school personnel, nurses, or licensed or certified child care providers). Licensed or ordained ministers may be exempt from Washington's reporting requirements depending on whether they learn of the alleged abuse or neglect while functioning in their pastoral counseling capacity. Questions regarding whether an employee or volunteer is a mandatory reporter should be addressed to the Executive Pastor.
5. Although Silverdale Baptist Church requires reports of suspicions of abuse or neglect to be made to the Classroom Teacher / Staff Member, Children's / Youth Director and Executive Pastor within 24 hours, such reports do not relieve employees or volunteers of their reporting obligations, if any, under Washington law.

Reporting Phone Numbers: (800) 523-6246 / (360) 475-3688 / (360) 475-3500