



Child Protection Policy Training

FORTUNE Kids

CHILDREN'S VALUE STATEMENT



OUR VISION: That every child and youth would come to the saving knowledge of Jesus Christ, continually grow in his or her faith, and have his or her life be an effective witness for Christ.

OUR MISSION: To reach and build strong children and youth for Christ.

OUR VALUES: We believe that because every child and youth is created in the image of God, and because Jesus Christ gave His precious life to redeem them from sin, each child and youth is a priceless treasure for us to nurture, guide, and share Christ's love with.

We believe that everything we do with the children and youth who are involved in our Children's and Youth Ministries should serve to emphasize to them how unique and valuable they are to God and to us.

OUR PURPOSE

To provide a safe and secure environment for children, youth, and anyone else who is not their own legal guardian, in our church.

And to ensure that our ministry and its personnel will be protected from false accusation.



DEFINITIONS

ABUSE: Any verbal, physical, or sexual exploitation or injury which is not explained by the available medical history as being accidental.

VERBAL ABUSE: Verbal assault intentionally directed at a person. This may include, but is not limited to excessive yelling, berating, ridicule, or harassment.

PHYSICAL ABUSE: Any act directed at a person, which causes injury to a person's body. This may include, but is not limited to shoving, pushing, slapping, hitting, punching, or kicking.

SEXUAL ABUSE: Any act directed at a person, which is of a sexual nature. This may include, but is not limited to rape, incest, sodomy, or lewd behavior that includes inappropriate speech or touching.



MORE DEFINITIONS

MISTREATMENT: Any acts, which go against our Value Statements, making a child feel less than a priceless treasure of God. This may include, but is not limited to negative comparisons (“you’re not as smart as...”), belittling (“don’t be so stupid”), hurtful nicknames, failing to intervene in harassment by peers, or engaging in behavior that is likely to cause physical, emotional, or mental harm.

CORPORAL PUNISHMENT: The deliberate infliction of physical pain by any means. This may include, but is not limited to spanking, slapping, or paddling.

CHILDREN’S OR YOUTH ACTIVITIES: Any activity, class, event, or gathering that is organized and sponsored by a recognized ministry of Frontline Bible Church which involves persons under the age of 18 years, or individuals who are not their own legal guardian, in which parents and guardians are not also participants.



MORE DEFINITIONS

CHILD / YOUTH / MINOR: Any person under the age of 18 years, or individuals who are not their own legal guardian.

MINISTRY COORDINATORS: Adult persons who serve in an official capacity as the leader of a ministry program officially organized and sanctioned by Frontline Bible Church.

VOLUNTEER CHILDREN'S / YOUTH WORKERS: All persons who volunteer to serve in a designated role in a recognized children's or youth activity at Frontline Bible Church. Guest speakers and representatives from outside organizations who are not a regular part of our ministries are not considered Frontline Bible Church volunteer children's / youth workers.



LAST OF THE DEFINITIONS

JUNIOR HELPER: Ministry helpers under the age of 12, serving in limited roles at the discretion of a ministry coordinator when two or more certified workers are present. This role does not require an application or screening process.



SCOPE FOR THIS TRAINING



Children's Church

Children's Worship

Coached by Christ

Kids Praise

Children's Bible Hour

Any other Frontline Kids activities for children ages 3 through 5th grade.

CERTIFICATION PROCESS

Annual Background Check.

Receive education and a copy of our policy; annually.

Must sign a statement agreeing to those policies; annually.



VOLUNTEERS

Must complete an application prior to the first time volunteering, including references, and must complete the interview process.

Must have a background check completed annually.

Must complete and sign a short form annually giving Frontline Bible Church permission to do background check.

Must review Frontline's Children's Protection Policy annually.

Should attend Frontline for at least six months prior to volunteering. Some exceptions may be made (ie: college students) at the discretion of the ministry coordinator.



YOUTH HELPERS

Minors who are ministry helpers should be at least 12 years old. They need not have a background check completed, but **DO** need to fill out an application and complete Frontline Bible Church's Child Protection Policy Certification.

Junior helpers under age 12 may be used, but two certified workers must still be present.

No one under the age of 18 should have sole responsibility for a group of children.



WORKERS PRESENT DURING MINISTRY EVENTS

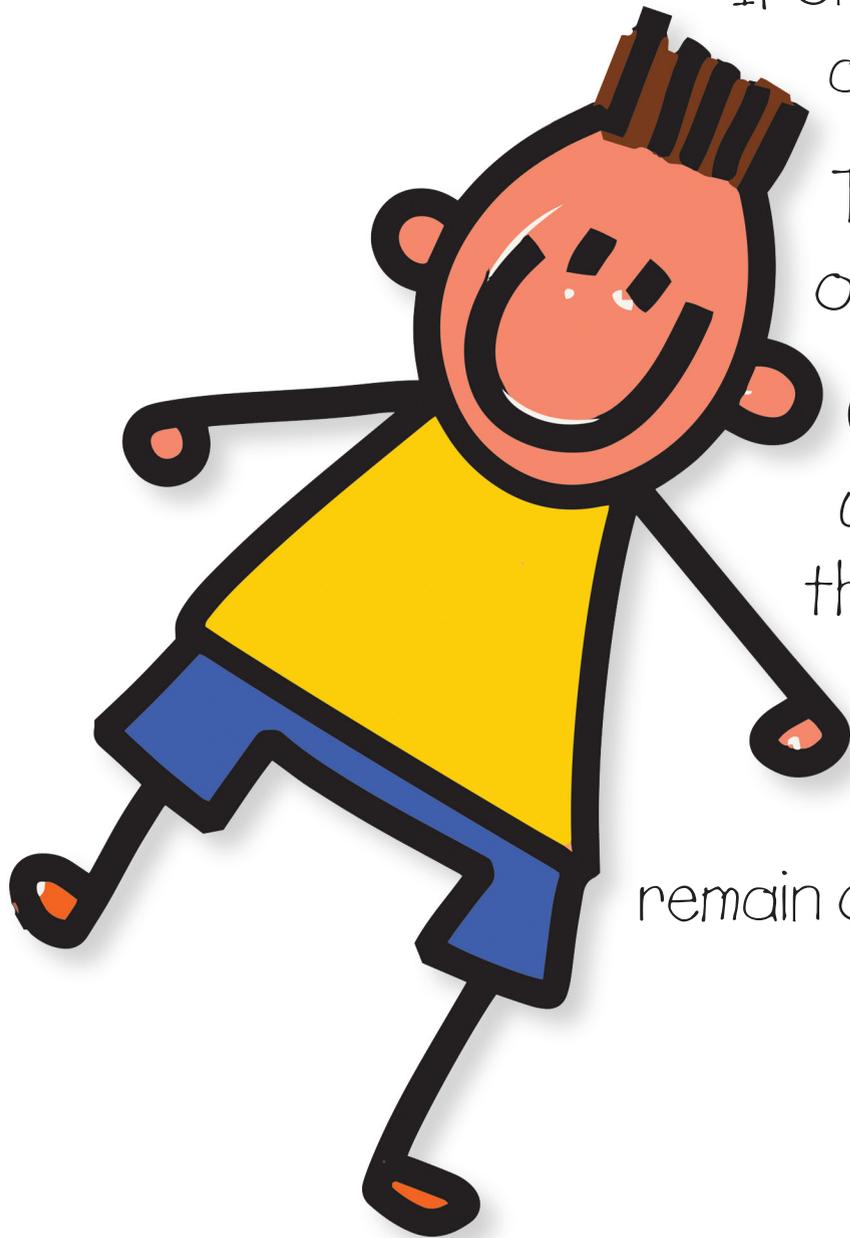
Though our goal is to have two, a **MINIMUM** of one certified worker is required in each room.

If only one certified worker is in the room, the door must be left open at all times.

There must be a minimum of two certified workers in the general area of the building during all activities.

GUEST SPEAKERS are exempt from application and training, but are under the supervision of certified workers at all times while involved in the ministry.

If **FAMILY MEMBERS** are working together, there needs be at least one other certified person making random checks, and the door should remain open at all times.



BATHROOM

If a child needs assistance with personal care, the child's parents should be called to handle the tasks. If the child is able to use the bathroom independently, the worker should wait outside the restroom. Volunteers should at no time enter the bathroom alone with children.

In case of emergency and no parent is available, volunteers should observe an open door policy, and/or have two certified adults of the child's gender assist the child.

If two adults are not available, the volunteer should notify another certified adult.



PREMISE MONITOR

A certified adult will serve as a Premise Monitor, making random checks of bathrooms, classrooms, hallways, and all other areas of the building.



CLASSROOMS

All classrooms should remain unlocked and accessible at all times.

All classrooms should have a window with an unobstructed view for observation into the room.



SUSPICIOUS OR INAPPROPRIATE BEHAVIOR

Report any suspicious behavior to your ministry coordinator or to a Frontline Staff member immediately. An Incident Report must be completed.

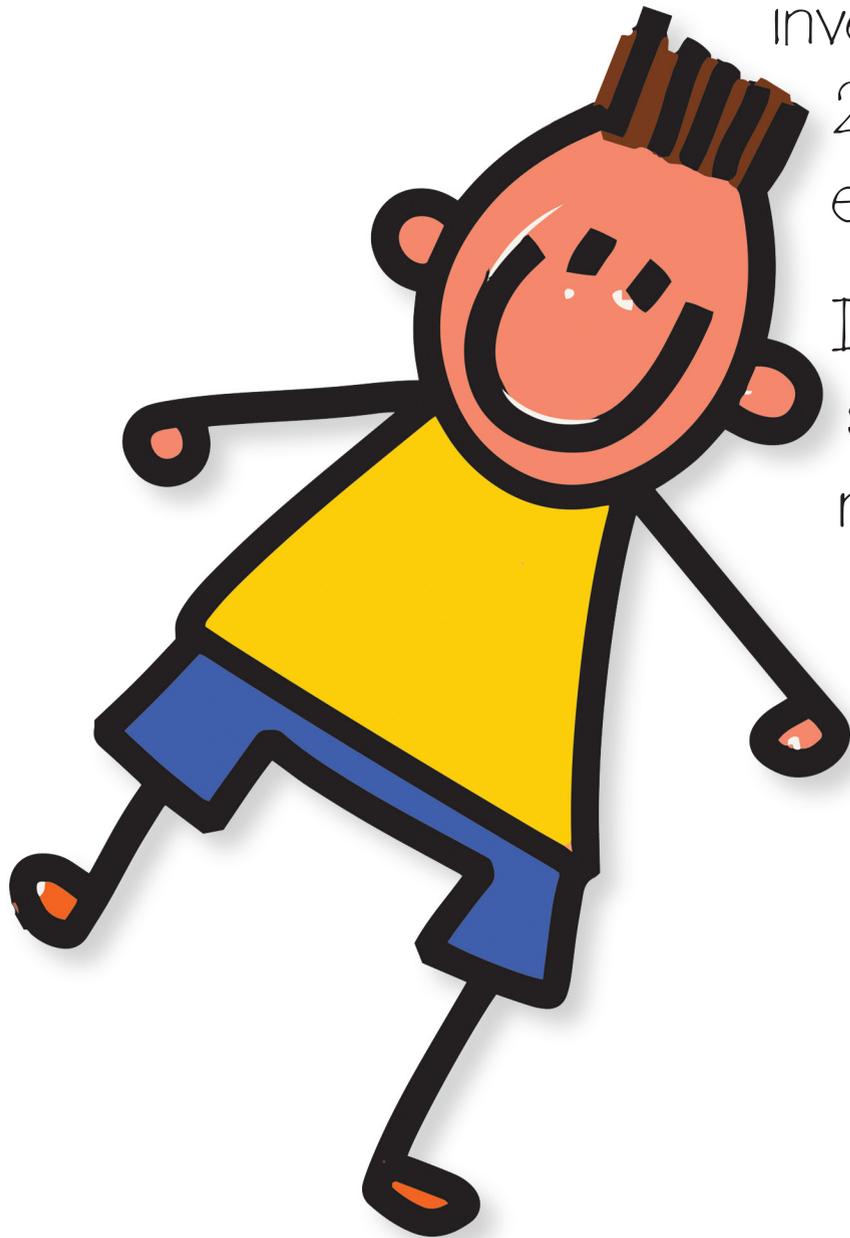
An Incident Report should also be completed for any personal injury to any volunteer or child.



FOLLOW-UP TO SUSPICIOUS BEHAVIOR

Any allegation of abuse or mistreatment of minor children will be taken seriously and will be investigated by ministry leaders in a confidential and timely manner (within 24 hours for allegations of abuse, and before next scheduled ministry event for allegations of mistreatment).

In cases where accusations against a person are proven to be false, steps will be taken to ensure that future allegations are avoided and restoration is received.



FALSE ACCUSATIONS

In cases where accusations against a person are proven to be false, steps will be taken to ensure that future allegations are avoided and restoration is received.



MEDIA / CONFIDENTIALITY POLICY

In the event of an allegation of abuse or neglect on Frontline Bible Church property or by a Frontline Bible Church volunteer, those involved in or aware of the incident or investigation are to make no statements to the media, friends, church members, or anyone else outside of the situation. A member of the pastoral staff will be our spokesperson to the media concerning alleged or substantiated incidents of abuse or neglect at Frontline Bible Church.



MEDICAL EMERGENCIES

The volunteer will immediately get someone to call 911 with the following information:



The nature of the emergency.

The approximate age of the child involved.

Name and location of our church: Frontline Bible Church on Pfeiffer Farms Drive in Byron Center.

The child's parents should be notified immediately, and the volunteer will need to complete an Incident Report.

NON-MEDICAL EMERGENCIES

For non-medical emergencies such as a fire or bomb threat:

The volunteer should line the children up and do a quick head count.

Calmly take the children out the nearest exit.

Congregate together by the church sign across the parking lot, away from the building.

Account for everyone in your class and wait for further instructions.



TORNADO WARNING



If a tornado warning is in effect one hour before a scheduled service or church event, the service or event will be canceled.

If a tornado warning is issued during a church service or event, the Bible Hour bell will be sounded. Volunteers will be instructed to evacuate their class to the Multi-Purpose Room.

WINTER STORM WARNING

Cancellation due to winter storm warning is conditional to circumstances of the event. This decision will be made by the church board chairman no later than one hour prior to the event and posted with various media outlets, which may include WOOD TV Channel 8, and radio stations WCSG 91.3 FM and Wood 1300 AM.



COMMUNICABLE DISEASE

Any person who has a communicable disease, which is spread by casual contact, should not attend any Frontline Bible Church event until their symptoms are gone. Communicable diseases include, but are not limited to:

Chicken Pox | Mumps | Scarlet Fever | Pink Eye | Strep Throat

Influenza | Ring Worm | Whooping Cough | Measles



UNIVERSAL PRECAUTIONS AND SANITATION

All staff and certified volunteers of Frontline Bible Church will be trained in proper procedures for handling any body fluids. These procedures should be followed without exception for the safety of all involved.

With or without the presence of a disease, routine procedures for handling any body fluids will be followed and adequate sanitation facilities will be available.



BEHAVIOR POLICY

Be calm but firm. Look the child in the eyes and explain exactly what you expect of them, then give the child time to calm down

Reassure the child of your love and Jesus' love for them.

When the child is ready to apologize, involve them in the normal activities again.

If the child needs to be removed from the classroom, always let the child know they are invited back the next week.

A troublesome child may respond better to affirmation and positive attention. Try this first.

Remember, you shall not resort to physical force, violence or threats to make a child behave. If the child becomes too unruly for the classroom, you always have the option to remove the child from the classroom or the ministry program and get help from the ministry coordinator.



CORPORAL PUNISHMENT POLICY

While recognizing children may require disciplinary action in various forms, Frontline Bible Church prohibits the use of unreasonable force or fear as appropriate procedures in child discipline.

Under no circumstances will any volunteers or staff resort to physical force, corporal punishment, violence or threats to compel obedience.

Volunteers may use and apply reasonable force and restraint to control a disturbance, which threatens physical injury to oneself, to others or to the child, or for the protection of property.

In the event it is necessary to resort to physical force in such permitted circumstances, the incident will be reported to the ministry coordinator who will complete an Incident Report.



CORPORAL PUNISHMENT POLICY CONTINUING



Volunteers and staff, within the scope of their employment, may use and apply reasonable force and restraint to control a disturbance, which threatens physical injury to oneself or others, to obtain possession of weapons or other dangerous objects upon or within control of the child, in self-defense, or for the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any volunteer or staff member threatens to inflict, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a child, they may be subject to criminal and/or civil assault charges. This prohibition applies to all staff members and volunteers and those with whom the church contracts for services.

GUIDELINES FOR PROPER DISPLAY OF AFFECTION

Meet a child at their eye level by bending down or sitting. Listen to individual children with your eyes, ears, and heart.



Appropriate casual touch may include gentle contact on a child's heads, shoulders, arms, and hands. In general, a worker should never touch a child in an area that would typically be covered by a bathing suit.

One-arm side hugs are positive contact in greeting, consoling, or encouraging children. Attempt to avoid full contact or body to body hugs, especially with older children or teens.

Appropriate sitting in a workers lap may occur with pre-school age children and younger. Discourage older children from lap sitting, encouraging them instead to sit next to you as appropriate.