



## Foothills Alliance Church Protection Policy

Our mission is to provide a safe and caring environment for all children who are part of our programs. At the same time, it is our goal to protect our volunteers from false accusations. To accomplish these goals, the following guidelines have been set out.

1. All volunteers will be screened with references and a police record check. If a volunteer needs to find a substitute, an Extreme Kid's Ministries staff member must approve that substitute.
2. Child security relies upon parent cards. All children must sign in with a family or visitor number. A child may be released only when a parent card is presented (birth-grade 4).
3. Volunteers, while encouraged to maintain warm and friendly contact with children, will limit unnecessary physical contact. Under no circumstances will a volunteer kiss a child.
4. Children are requested to use the washroom prior to Extreme Kids, however, if a child needs to use the washroom, this break from routine will be well-supervised and brief.

Nursery volunteers may change diapers or call parents to do so. If they change a diaper, they will first tell another volunteer, and change it in the preschool washroom with the door open.

For children up to age 4, the preschool washroom will be used, with the door propped open. The volunteer will stand in the hallway outside the open door. If the child absolutely requires assistance, the volunteer will open the secondary nursery door and inform an adult nursery worker that they are assisting a child. The volunteer will talk through every step of assistance, and will return the child to class immediately afterward.

Grade school children will be escorted to the washroom by a volunteer who will stand outside the door until the child is done, calling the child's name if it seems to be taking too long.

5. Any incident that involves trauma, injury, etc., to a child or volunteer will be reported on the orange-coloured incident report form and given to Extreme Kids' Ministries staff. A supervisor's signature and parent's signature are required and the form will be filed.
6. Volunteers who find themselves in an uncomfortable situation will immediately consult with a class leader or Extreme Kids' staff member so they can be removed from the situation.
7. Volunteers must report any matter relating to child abuse or neglect of which they have knowledge or have observed within the scope of their duties. This should be reported to Ed Temple, Executive Pastor, and not discussed with other volunteers.

Confirm: I have read and agree to comply with these policies. DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_