

Antioch Salt Lake Kingdom Kids

Safety Practices

Purpose and Vision

Kingdom Kids exists to see kids encounter God's presence and be empowered to become lifelong disciples of Christ. As leaders, we must throw off everything that hinders us AND those we lead – a part of this is ensuring a safe environment for children to encounter God and free parents as they, too, engage in their faith. The purpose of this document is to ensure our volunteers, kids, and parents have peace of mind about safety and are thoroughly informed on what to do in every situation. No matter if you are on staff at Antioch Salt Lake, serving in a classroom, or a parent, please read this document closely and approach the Kids Director with any questions or concerns.

Volunteer Screening

- Every volunteer who works with Kingdom Kids must have a personal relationship with Jesus Christ, having confessed Jesus Christ as their Lord and Savior, walking in a manner, which abides with the Scriptures.
- Every volunteer must agree with Antioch Salt Lake doctrinal statements.
- Prior to serving in Kingdom Kids, volunteers must complete the following:
 - Attend an Antioch Salt Lake life group.
 - Prioritize personal time encountering the Lord.
 - Complete the web-based background check through Checkr once every three years.
 - Complete a Kingdom Kids application.
 - If the background check provides information relating to a criminal conviction indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person, this will result in the immediate removal of the individual candidate from consideration to serve with Kingdom Kids.
- After completion of these steps, the volunteer will sign a written acknowledgment of receipt, review, and comprehension of this document, agreeing to abide by all that is written in the said document.

**Since our kids are a precious flock, we do ask our volunteers to live above reproach and be walking in freedom from any sexual sin, such as, but not limited to: homosexuality, sex outside of marriage, masturbation, and pornography. We are all receivers of grace, but if this is an area in your life that you are wrestling with, we ask that you seek accountability and serve elsewhere for the time being.*

Ratio of Adult to Child

Ratio Guidelines:

**Unless otherwise communicated by Antioch SLC Kids Director, there is never allowed to be one adult in the room with children.*

***These ratios are for safety requirements, ideally, all ratios would be the last resort as we would have ample numbers of adults.*

- Babies: 1:3
- Toddler: 1:5
- Preschool: 1:7
- Elementary: 1:10

Fixed Boundaries (working list)

For the protection of our children and volunteers, Antioch SLC implements the following fixed boundaries:

- Always two adults in the room at ALL times.
- Kingdom Kids Staff is always available to our volunteers. If you need to leave the room, please inform one of our staff members or a volunteer lead.
- Volunteers are never to be alone behind closed doors with a child.
- Volunteers do not wipe children after bathroom use. If a child needs help, their parents are to be called.
 - The only exception to this would be diapered children 2 years and under. Please inform parents of this during drop-off.
- Kingdom Kids requires women to change diapers.
- Please check diapers before parent pick-up and do your best to send all children home with dry diapers.
- If a child age 2 and under is potty-trained (way to go!), a parent is to be contacted to help with potty situations.
 - Please communicate this with parents upon drop-off.
- No personal photos are to be taken in a classroom without parent permission.
- Phones are not to be used unless in case of an emergency or to text/call Kids Director or Volunteer Lead or instructed to do so for music.
- In the case that a volunteer must walk children to the bathroom, they must be in a group of 3, at least. This is called the "Rule of 3".

- Once at the bathroom they are to put one leg inside the doorway and one outside. There should never be an adult in the restroom when a child is there, so please wait until the restroom is cleared.
- If it is necessary for a volunteer or staff member to meet individually with a child, it should be done in a public setting, where they are clearly visible to others.
- If a baby is inconsolable/upset for 15-minutes, a parent must be contacted.

Discipline

- Volunteers are never to hit, grab, shake or in any way physically discipline a child.
- Volunteers are not to yell or belittle students.
- Serious disciplinary problems should be reported to the Kids Director, who will then relay information to the parents and take necessary action.

What To Do: 3 Strike Policy (for Elementary-aged children)

- Strike 1: A verbal warning
 - Take the child aside (remaining in the room) to discuss and work through the behavior, using positive language.
 - Have the child verbally acknowledge what they did wrong and that they have received their first strike.
 - Always present the opportunity to repent and ask God for forgiveness.
- Strike 2: 5-minute Timeout.
 - If further discipline is needed, the child will spend time in the classroom, removed from the other children and activities for a 5 minute timeout to reflect.
 - At the end of their time, always present the opportunity to repent, if they have not already done so.
- Strike 3: Kids Director contacts the parent.
 - If the child is still unresponsive to discipline, the Kids Director or Volunteer Lead will contact the parent to come pick up the child.
 - The Director or Volunteer Lead will relay the measures of discipline taken and the actions the child took to need discipline to the parents.

What To Do: Warnings + Direct Consequences (for children ages 3 to 6)

- 1st Offense: A verbal warning
 - Take the child aside (remaining in the room) to discuss and work through the behavior, using positive language.
 - Have the child verbally acknowledge what they did wrong and that they have received their first strike.
 - Always present the opportunity to repent and ask God for forgiveness.
- 2nd Offense: Direct Consequence

- If further discipline is needed, the child will receive a consequence related to their offense or relative to the classroom activities.
 - For example, if a child is abusing a toy, that toy will be taken away. Or if a child refuses to apologize to another child after hitting them, then they may lose snack or craft privileges.
 - Children may “earn back” these privileges by apologizing and repenting. If they child continues their behavior, then they will lose it for that class day.
- 3rd Offense: Kids Director contacts parents.

Behavioral Incident Report

- If a child bites or hits or has any behavioral issues that directly harm another child or leader, we must fill out an Incident Report.

Emergency Situations

Intruder/ Lockdown

- TBD

Tornado/ Natural Disaster

- TBD

Fire:

- In the case of a fire everyone will exit through the nearest emergency exit.
 - Do not take the elevator.
 - Designated Antioch SLC Staff are assigned to help with the Nursery.
- All adults will count the total in their classroom before leaving, will head to the parking lot near Raw Bean, using a guide rope if needed, and will recount their totals once a safe distance from the building.
 - All adults should bring the room roster with them to ensure they have all children.
 - Noone will return to the building until the “all clear” from the Kids Director or Fire Marshal.
 - Must be checked-out with a parent tag, or ID in case of lost tag, to be released from classroom group.

Check-in and Check-out

- A child must be checked into their classroom by an adult.
- Parents are not to be allowed into a classroom without the acknowledgment and consent of the lead adult in the classroom, after furnishing their child’s tag.
- In order to be in Kingdom Kids, all adults must be staff, volunteers, or parents with a tag. All other adults are not permitted, unless approved by Kids Director.

- An adult must present a matching checkout tag in order to check out their child.
 - In the case of a lost or missing tag, a parent may request to show their ID to the Kids Director or adult lead in order to check out their child.
 - Please remove child's tag upon pick-up.

Health/Allergy Protocols

- All classrooms are to be nut-free.
- For the safety of our classrooms, we ask that any child who is experiencing any of the following symptoms be kept with a parent: *if any of these symptoms begin during their time in Kingdom Kids, the said child will be separated from the other kids, parents contacted, and child prayed over and cared for by a leader until picked up.
 - A fever (100.4 F or higher within the past 24 hours)
 - Vomiting
 - Diarrhea
 - Colored mucus
 - Contagious eye or skin infections
- Every leader will be required to sanitize their hands after first-aid handling/ caring for an ill child/ diaper changing/ wiping a runny nose/ etc.
- All toys in the Nursery must be wiped down each Sunday.
- Baby changing station must be sanitized between diaper changes.
- Children with allergies will have an identifier on their tag. It is the leader's responsibility to check the tags and the parent's responsibility to ensure the child's tag has an identifier if needed.
- Antioch Salt Lake does not administer snacks to babies younger than 7-months-old.
- If a baby is 6-7 months old, a parent must confirm that it is okay to administer puffs/teething crackers during our time with them.

Injuries and Injury Reporting

The following steps should be taken in the case of sickness or injury:

1. Care should be taken to avoid exposure to any body fluids. If an accident occurs involving body fluids, arrangements should be made to clean it up as soon as practical.
2. Any ministry leader who becomes aware of an injury to a leader or participant shall take steps to ensure proper medical attention is given to the injured person.
3. Persons who have received an injury that appears to be minor should be given simple and appropriate first-aid as soon as possible. The person's parent or guardian should be notified of the minor injury at pick-up.
4. Any injury, which may require medical treatment beyond simple first-aid, should be given immediate attention. The parent or guardian of the injured person should be immediately notified, along with the Kids Director. An ambulance should also be called immediately if warranted by the injury.
5. An Incident/Injury Report must be completed.

- **See attached Incident/Injury Report Form.*
- 6. It is the policy of Antioch Salt Lake not to administer either prescription or non-prescription medication to children under our care. Medications should be administered by parents at home. Exceptions to the medications policy may be granted to parents with potentially life-threatening conditions (e.g., asthma or severe allergic reactions). Parents of such children should address their situation with the Director to determine a plan of action.

Mandatory Abuse or Molestation Reporting

Abuse defined:

- Physical Abuse: Physical abuse is an injury deliberately inflicted upon a child by any person.
- Sexual Abuse: Sexual abuse is any contact between a child and another person for that person's sexual stimulation. This includes inappropriate touching, showing pornography, sex, and exposure of body parts to the child.
- Emotional Abuse: Emotional abuse is a pattern of behavior that hurts a child's emotional, psychological, and social development and sense of self-worth. This may include constant criticism, threats, withholding affection, and negligence.

What to do:

- Adults who become aware of any injury, alleged abuse, or alleged molestation that occurred at an Antioch SLC event shall immediately inform the Kids Director and an Incident/Injury Report should be completed.
- Any adult who becomes aware of any injury, alleged abuse, or alleged molestation sustained away from an Antioch SLC event shall immediately inform the Kids Director of such situation and an Incident/Injury Report should be completed.

The Kids Director, when made aware of alleged abuse or molestation of a child, will:

1. Ensure the child is immediately placed in a safe environment.
2. Ensure that the child's parent or guardian is immediately informed of such situation.
3. Immediately report the alleged abuse, molestation, or neglect to Utah Department of Child and Family Services, as Utah law requires.
 - a. Report to 1-855-323-3237.
4. Ensure that the leadership at Antioch SLC are promptly informed of the situation so that legal counsel is contacted.

Antioch SLC Kingdom Kids Incident Report

Report any behavioral issue, accident or injury as soon as possible.

Child Name:

Date and Time of incident:

Who was notified:

Briefly describe what happened:

What action did you take?:

Treatment Required:

Filled out by:

Signature:

Witness name:

Witness signature:

Date: