



Discovery Bay Leader Handbook Bayside West Community Church

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Welcome

You are embarking on an incredible adventure that will have an eternal impact. One hundred years from now, nothing will matter more than a person's relationship with Jesus Christ. And childhood is a critical window to reach a child for Christ.

We realize that parents have way more influence over their child than their leaders at church. On average, kids only spend about 40 hours a year at church, compared to the 2,000 to 3,000 hours they spend with their parents each year. That's why we will intentionally partner with parents in helping them to raise their kids to know Jesus Christ.

Our Vision Statement

The Children's Ministry at Bayside of West Roseville exists to partner with families in leading children into a life-changing and growing relationship with Jesus Christ.

Our Mission Statement

We will reach children in our community with the love of Christ, grow them spiritually and equip them to serve Christ's purposes in the world.

Our Core Values

- 1) We will keep kids safe!
- 2) We will partner with parents.
- 3) We will be child-targeted.
- 4) We will teach the Bible creatively.
- 5) We will teach lessons in a way that is relevant and application-oriented.
- 6) We will have fun!

I am so excited that you have embarked on this journey to make a difference in the lives of children. In this handbook you'll find our policies and procedures that guide how we minister to children at Bayside West. These policies are designed to help you in your ministry to kids and to help every child feel safe, loved and valued. Please read these through carefully and feel free to ask if you have any questions.

In Him,

Jeremy Drew
Director of Children's Ministries

Screening Policy

We believe that protecting the safety of our children is our highest responsibility (equal to their spiritual development). We believe we must protect the trust the parents give us to nurture their children while not permitting any harm to come to them. Applicants wishing to serve in Children's Ministry must pass through our application process that includes:

1. Complete the application form which includes:
 - a. Three personal references (one from a church member)
 - b. Signed Leader Covenant
 - c. Clear Live Scan Background Check
2. Interview with the Director of Children's Ministries
3. Invitation to serve in Children's Ministries
4. Receive Children's Ministries lanyard
5. Begin 4 week apprenticeship program with an experienced Children's Ministries team member

If the applicant refuses to complete any of the components of the application process, the application will be denied and access to children, on the part of the applicant, will not be permitted.

If those who review the results deem the information received during the application process questionable, the application will be denied and access to children will not be permitted.

Child Abuse Policy

It is the desire of the Children's Ministry to create an environment that is safe and secure for all children. We must be prepared to take an active role in recognizing and reporting possible signs of child abuse if we should encounter them. We also realize that we are bound by the law to report suspected child abuse within a limited time. We will operate within the reporting standards set forth for our county as stated in the Child Abuse & Neglect Reporting Law Handbook. The required time for reporting is immediately (or as soon as practically possible) by phone, with a written report forwarded within 36 hours of receiving information about, or observing, the alleged abuse.

Youth Worker Policy

We believe that children need positive role models to help them know what it means to live as a Christian. Youth (those under the age of 18) can be great role models for kids and serving with kids is a great way to strengthen the faith development of the youth worker. Youth workers must be in sixth grade or older.

Serving in Children’s Ministries as a youth worker is a privilege and so all youth desiring to serve in Children’s Ministries must complete a volunteer application that includes two references Each youth worker will be placed under an adult volunteer who will guide and direct the youth worker.

Because we realize that youth workers are still minors, we have some specific policies for youth workers:

- Youth workers must be focused on serving children. If youth workers are talking with other youth or not focusing on the children during the class they will be addressed by one of the adult volunteers.
- Youth workers are not considered as adults as it pertains to the “two-deep rule.” There must always be two adults in the presence of children at all times.
- Youth cannot take children to the bathroom without an adult.
- Youth are not permitted to change diapers.
- Youth under 18 are not permitted to pick up infants. Youth are encouraged to sit on the floor and play with infants and toddlers.

Supervision Policy (aka: “The Two-Deep Rule”)

At no time, will any one who serves in the children’s ministry be alone with children. All who serve in children’s ministry will serve as part of a team of a least two adults, hence the term “two deep”. It is our desire, whenever possible, to create teams of three or more. The addition of an approved youth assistant to a classroom does not equal the addition of an adult. One adult with one approved youth assistant is still considered an adult alone with the children. This situation must be corrected.

Approved adult/child rations for children’s ministry classes and events will change with each setting. In addition to the “two deep rule” stated above, we will work toward the following adult/child ratios:

Age of Child	Leader to Child Ratio
Nursery (0-1 yrs)	1 to 3
Preschool & Kindergarten (2yrs-K)	1 to 5
Elementary (1st-5th grade)	1 to 10

If, due to unforeseen circumstances, a team of at least two adults cannot be guaranteed for a children’s ministry event or program, the coordinator of supervisor for that event will decide which of the following options are best for the situation, and then act. The options are:

- Join the children in two classes or areas to guarantee a team of two or more adults.

- Borrow adults from the teams in other classes or areas.
- Do not accept children for this class or area until at least two adults can be placed.

All of these options, by their nature, may not be the best choice for either the church or the children. If options 1 or 2 above cannot be done without raising the adult/child ratios beyond our approved limits, then the only option is to close the class. Considerations must also be given to the maximum occupancy of the room being used. Child safety and church liability must take priority over convenience or programming.

Access Policy

No adult will be permitted to be with the children except those displaying the children's ministry volunteer lanyard. Those parents who wish to experience the children's ministry with their children will be given guest badges that will be turned in after the service. Team members who lose the lanyards will be permitted to serve with a guest badge until theirs is replaced. All intruders without approved lanyards will be viewed as potentially dangerous and will be dealt with seriously by the Children's Director or other children's ministry staff members or church administrators.

Touching Policy

It is our desire to respect children's physical bodies while they are in our care. Appropriate touching is any touching that occurs on the child's shoulders, arms, hands, back, or head. Inappropriate touching is any touching that occurs in areas that the swimsuit covers.

It is also not appropriate for team members to permit children to sit on their laps. If a child climbs up onto the lap of a team member, the team member should briefly hug the child and then move the child to the floor next to the team member. The team member should be careful not to jump or otherwise negatively react to the child's innocent desire for closeness.

Other inappropriate touching is:

- Giving a child a back rub, or massage.
- Frontal hugging (sideways hugs are appropriate).
- Ticking a child
- Kissing a child on any part of the body.
- Licking a child on any part of the body.

A team member who has been accused of inappropriate touching will be asked to take a break from service while the accusation is investigated.

Health Concerns Policy

It is our intention to protect children from all harm while they are in our care. This includes protection from sick children, sick adults, or dirty surfaces and toys.

All surfaces and toys in the nursery/toddler classrooms will be disinfected at the end of every use period. Those who serve during that use period are responsible for this cleaning. Linens and bedding used in the nursery will be changed after each use and washing prior to being used again.

All those who serve in the nursery/toddler areas will use latex gloves when changing diapers or handling soiled clothing, sheets, or bedding which may contain bodily fluids.

All used latex gloves, dirty diapers, dirty sheets, dirty bedding, or children's dirty clothing must be disposed of or stored in protective containers away from the children. Children's dirty clothing must be returned to the parents in the plastic trash bags.

Every Children's Ministry team member must use caution when exposed to children's blood or bodily fluids. Whenever possible, latex gloves must be used in these situations. Hands must be washed with disinfectant soap immediately after changing diapers, assisting children with the toilet, or handling clothes or other materials containing blood or bodily fluids. Latex gloves must be changed after every diaper change or after handling blood or bodily fluids.

If a child is exposed to another child's blood or bodily fluids, the parents must be advised when they come to pick up their child. An Incident Report must be filled out for each child exposed. The parents of the child whose blood or bodily fluid contacted other children must be asked if that child has any communicable disease or virus. If a communicable disease is present, the parents of the exposed children must be advised to contact their family physicians immediately.

The Sick Child Policy

No sick children will be accepted into any children's ministry event. It is the responsibility of the children's ministry team member checking in the child to recognize the sickness symptoms and graciously ask the parent to care for his/her child elsewhere until the child is well. If the parent desires to discuss the policy further, the children's ministry team member will refer the parent to the coordinator, supervisor or Children's Director. It is not appropriate to debate the policy or the decision not to accept the child during check-in in front of other parents.

If a child's sickness is discovered or he/she becomes sick after check-in, the children's ministry team member will consult with another team member in the classroom, and together they will decide on one of the following options:

- Page the parent to come and check the child out immediately.
- Isolate the child from the other children.
- If possible, send one team member to get the parent.
- Let the child remain, and give the parent a "We're Sorry Your Child is Sick" flyer explaining our sick child policy.

Bathroom Policy

It is our desire to respect children's needs by taking them to the restroom during class if they need. Please encourage parents to take their children to the restroom before class. If a child needs to go to the bathroom one adult may take a child to the bathroom. Youth may not take children to the bathroom alone, it must be an adult. Since there are other adults in the hallways around the campus, it is not necessary for two adults to escort a child to the bathroom.

Before you allow a child to enter the bathroom please check the bathroom to make sure there is no one in the bathroom. If there is a person in the bathroom, wait until they are finished and send the child in. If you need to check on the child while they are in the bathroom stand at the door with the door propped and speak to them from there.

The "two adult rule" applies when you are in the restroom. Never be alone with a child in a restroom. If for some reason you need to assist a child in the restroom, you must have another adult with you. Encourage children to do as much for themselves as possible.

Child Protection on Campus

All children must be checked-in to their classroom by an adult. The following procedures will be followed to protect children from abduction:

Adults who check-in children age Kindergarten and younger will be given an identification label with a number that matches the number on the child's label. No adult will be permitted to checkout a child without a parent label with a matching number on the child's label.

Adults who check-in children in grades first through fifth grade will sign-in their child on the attendance roster. A parent or guardian must sign the child out before he or she is released from the program.

How to Request Childcare for Your Event

1. Before making arrangements for childcare, your event must be approved. Complete an “Event Request Form” and submit it to Ann Anderson in the office or at anna@baysidewest.com. Forms are available in the office or online at XXX
2. To arrange childcare for your event, complete a “Childcare Request Form” available in the office or online at XXXX/
3. An approximate number of children and their ages must be given when the request is submitted. Childcare workers will be staffed based on that estimate. A final number of children and their ages must be given 1 week prior to your event.

Options for Providing Childcare at Your Event

1. **You can pay childcare workers.** If you choose this route, Children’s Ministries will handle the hiring, scheduling, and paying of workers. Your ministry is responsible for covering the costs for childcare. Speak with your ministry leader about how to pay for this.
2. **You can staff the event with screened volunteers.** If you choose to staff the event with your own volunteers you need to adhere to the church’s policies and procedures (See below). You are responsible for recruiting and overseeing workers.

Childcare Policies and Procedures

1. All volunteers must complete a Children’s Ministry Application.
2. All volunteers must complete a Live Scan Background Check. The cost is \$33. Contact AIS Fingerprinting at (916) 435- 4886 and listen to the message. There are several days when you can walk-in without an appointment. If you need to set-up an appointment leave a message.
3. All volunteers must review the Children’s Ministries Leader Handbook.
4. There must always be two adults (over 18 years of age) in the presence of children at all times.
5. Proper ratios must be followed according to the age of children:

Age of Child	Leader to Child Ratio
Nursery (0-1 yrs)	1 to 3
Preschool & Kindergarten (2yrs-K)	1 to 5
Elementary (1st-5th grade)	1 to 10

6. Youth helpers can be utilized, but only in addition to the two adults in the room.